

## **DEAR ALL,**

We'd ask you to please follow the list below in order to guarantee a welcoming and convenient atmosphere for our guest-speakers.

### **When meeting the guests:**

- Please introduce yourselves (i.e. the group) to the guest(s) of your 'block'/'discussion session'- offer your help, and be a contact person for the whole time of the conference

### **Before the talk:**

- Either copy the talk to our laptop (ppt 2003 and open office will be available) or make sure the hardware of the guest works (remember: Apple computers need an adapter to connect to the beamer; we will need this from the guest)
- In case you want to use them: copy files for introducing the guest and the discussion to the laptop please copy all files in the folder 'Conference' on the laptops desktop
- Have water (with and without gas) at the conference table, and provide a fresh glass
- Inform guest who will do the introduction - explain color cards to guests: yellow card will be held up 5min before time is up; red card will be held up 2min before time is up; clarify with guest who holds up the card (typically the introducer), and where he/she is seated.

### **After the talk:**

- Thank guest for the speech.
- Ask for two questions.
- When more than one person raises their hand: pick the three quickest people and say who's first, who's next, and who's last.
- When somebody wants to respond directly, give them priority, but ask them to keep it short.
- When there is an awkward / lengthy break, ask your own question(s), or go on to the next point on the program.
- Finish when the discussion dries out or time is up.