

RTC Seminar Facilitator Instructions

Thank you for volunteering to facilitate the upcoming RTC trainee seminar!

1. Arrive 10 minutes before the start of the seminar (11:50am for dry bench or 12:50pm for wet bench).
2. We will start the zoom and make you co-host. Please introduce yourself briefly before you start by stating:
 - Your name
 - Academic level (masters or PhD) or position (postdoctoral fellow)
 - Your supervisor's name
 - Your research area
3. **Introduce the first presenter:** presentation title, presenter's name and supervisor's name. If you'd like, you can add any other info about the presenter, and make the introduction personal (e.g. "I have worked with the presenter for several years and s/he is a great collaborator..."). How you make the intro is your decision. You can ask the presenter ahead of time for any info you need. At the beginning of the seminar please share in the chat the link to the seminar evaluation.
4. As the facilitator, you are responsible for observing the time limit (20-25 min for the presentation and 5-10 min for discussion). If the presentation runs long, after 20 min signal to the presenter that they are out of time. Stop the presentation at 25 min, to allow 5 min.
5. **Discussion:** You will lead the discussion. At the end of the presentation thank the presenter and open the talk for discussion. Direct the order of questions. Give priority to trainees who have questions. As a general rule, the facilitator does not need to ask questions if the discussion is lively, but should be ready with questions if needed.
6. **FEEDBACK FORM:** After the discussion, remind the audience to complete the presenter feedback form. The feedback will be sent to the presenter without the name of the person filling it out. Please also mention, that the RTC will provide the credit for attendance only to those who fill out the form. While they are doing this, prepare for the next presenter.
7. **Introduce the second presenter,** enforce time limit and lead the discussion. For the second presenter, remind people to fill out the feedback form before the discussion, so those who leave early can provide feedback.
8. Thank the speakers for their presentation, remind trainees to fill out the feedback form for the second presenter.