Hematopoiesis Seminar Series - Instructions for speakers and chairs

Scope
The aim of the Hematopoiesis Seminar Series is to create a forum for scientific exchange at all levels between the different groups that work with normal or malignant hematopoiesis and related fields at Lund University and Skåne University Hospital.

Instructions for speakers
The standard presentation time slot is 30 - 40 min. We encourage all speakers to include the following aspects in their presentation:

Background
• Thorough background and introduction (adjust your introduction slides to the audience)
• What is the aim of the project? Why is the project relevant?

Methods
• What methods have you used (techniques, programs, equipment etc.)?
• This information could be very valuable for the audience that may need your help

Results and discussion
• Select relevant data that link back to the background and methods
• Present your data in a way that the educated listener outside your own field can easily follow
• Put your results into perspective and discuss future directions

Summary
• What is the take home message?

Exchange
• What can you help others with? What do you need help with?

Please keep in mind that the Hematopoiesis Seminars should be more comprehensive and educational, and in that way different from regular lab meetings.

Changing your assigned presentation time slot. If you need to reschedule your presentation, change your meeting slot with someone else on the schedule and inform Christine Karlsson by sending an email to christine.karlsson@med.lu.se. Changes to the schedule will be available on the website: http://www.med.lu.se/hemato_linne/hematopoiesis_seminar

Instructions for chairs
Chairs are expected to welcome the audience and introduce themselves, introduce the speaker by name, affiliation, and title of their talk at the beginning of the presentation, ensure that the speaker keeps on time, and guide the discussion after the presentation. The chair should at least have one question ready to start the discussion with if there are no questions from the audience.