Attending Scientific Meetings

1. What’s the meaning of attending scientific conferences?
   - Presenting poster or paper at the scientific conference
   - Listening to all the talks
   - Asking smart well-thought questions

2. What kind of material I need prepare in my checklist? Formal wear, Name card, Laptop, Presentation material, Notebook, What else?
   - Your poster in good shape (no wrinkle or stain)
   - A copy of your presentation in .ppt and PDF format at least on 3 different sources, two tomb drives and one online either google drive, drop box or email
   - Your laptop if you need to modify your presentation for any reason the night before
   - Small notebook to take note when listening to other people’s talks
   - Conference program with highlighted sessions that you wish to attend especially when there are multiple parallel sessions
   - The most important thing is your business card with business card holder with two separate spaces one for your business card and the other for other people’s card.
   - Do not ever go to a conference without business card
   - A set of clothes in your carry-on in case your luggage gets delayed or lost at the airport.

   Nametag and other conference materials will be given to you

3. What’s the key points of my presentation? Present the unique ideas and research results?
   - Make sure to finish on time, consider the background of audience, study the list of past participants before you go and design your talk based on their general interests.
   - Leave time for questions, one slide per minute. No crowded slides.
   - Make sure to answer question if only you are 100% sure that you understood the question. It is OK to ask them to repeat or rephrase the questions. If you do not know the answer be honest and tell that is a good question, but you do not know the answer now.
   - Make sure that you have practiced your presentation before. Organize rehearsal at your group or department, this way you will be better prepared and ready.
• Change the tone of your voice and look at the audience all the time, as soon as you notice that they are getting bored change your tone or move to next slide.
• Consider the audience when you are explaining details, but do not be afraid to show off your complex scientific work on the slide.

4. What should I wear?
• Formal dress code, no jeans, no shorts or make sure do not show too much of your skin similar to what they recommend for interview.
• Clean nails, ironed shirts and not too much of makeup, or very bright color clothes

5. How to communicate with senior/famous scientists?
• First make sure that person is not talking to other people before approaching them.
• Best time would be after their talk, listen carefully to their presentation and make good comments about their work.
• Show them that you have read their previous work
• Tell them how much you are interested in their work and ask smart questions.
• They would love to talk about their research. One good question might give a chance to be their next PhD or PDF candidate.

6. Could you give me an example of a good self-introduction?
• Hi, my name is .. and I am second year PhD student working on .. project (very brief, less than two minutes). If they know your supervisor or school focus on those things.
• With industry always try to give them extra free information that they do not know. Try to show them that you know about their products and in general about the company check industry website before you go.
• Do not mingle with your friends and colleagues all the time. Try to go to small, but more specific conferences in your field rather than big conferences.
• Makes sure to go to at least one conference per year even if you have to pay out of your pocket (if your supervisor does not have the money or you cannot get travel award).

Where to find good conferences?
• Ask your supervisor
• Look at other experts in the field, and list of their proceeding papers show where they present.
• Search online
• Make sure that you have a good story to tell before presenting your data
• Go to small more industry oriented meetings to get industry job
• Go to relatively bigger conferences, research oriented meetings to talk with the expert and senior scientists in the field
• Make sure to leave a good first impression
• Try not to take any photos during scientific events
• Participate in fun and other networking events