GCB Symposium 2018 | Invitation

**Venues:**

Scientific Program: Department of Chemistry and Biochemistry (DCB), Freiestrasse 3
Department of Physiology, Bühlplatz 5 (Morning Sessions)

Coffee & Lunch: Mensa Bühlplatz, Gertud-Woker-Str. 3, behind the DCB building (Map)

Keynote Speaker: Prof. Dr. Martin E. Schwab, Brain Research Institute, University of Zurich, and Dept. of Health Sciences and Technology, ETH Zurich

Symposium Website: [http://www.gcb.unibe.ch/gcbsymp/](http://www.gcb.unibe.ch/gcbsymp/)

Preliminary note: All PhD candidates of the GCB who do not give a presentation are very welcome to attend the GCB Symposium as guests. No registration needed.

**Instructions for Presenting (First) Authors**

1. **Please also invite your supervisor and your co-advisor.** They are very welcome to attend the GCB Symposium as guests.

2. Of the **232 contributions**, the **40 Talks, 75 Poster Flash presentations, 182 Posters**, and **10 GCB Slam performances** have been allocated so as to offer a **balanced, representative and broad overview** over the research work going on in the numerous research groups within the framework of the GCB. All presentation types are considered as contributions of equally high scientific quality.

3. Presentations are thematically grouped according to the five competence areas («GCB Expert Committees») to which the research projects belong.

4. Consult the **GCB Symposium Website** for updated information and program details.
   - i. **«Instructions for Presenting (First) Authors»** for download of this updated document.
   - ii. **«Program Overview & Flyer»** for venues and a general survey of the day’s events.
   - iii. **«Program»** for details of sessions, times, and venues, and a complete list of presenting authors and titles of presentations (Talks, Poster Flash, Posters, and GCB Slam). Online access to the GCB Symposium agenda and full abstract texts: [https://www.conftool.net/gcb-symp/sessions.php](https://www.conftool.net/gcb-symp/sessions.php).
   - iv. **«Mobile App»** for download instructions (PDF). See also paragraph 7, below, on the next page.
   - v. **«Presenting (First) Authors»** for an index of authors in alphabetical order.

5. The **Program Book** containing program details, titles of contributions, an index of presenting authors, and further key information, will be available on the day in the Foyer to the Lecture Room U113 (DCB basement), and at the doors to the individual DCB Lecture Rooms EG16 (ground floor, North), S379 (3rd floor, South), and S481 (4th floor, South), as well as the Lecture Room 258 (2nd floor) at the Department of Physiology.
6. The **GCB Symposium 2018 Mobile App** can be obtained for free and provides you with the most comfortable tool for planning and organizing your participation in the GCB Symposium 2018. Browse the complete program, including full abstracts, and the list of authors—even offline—directly from your phone or tablet, and create your very own agenda on the fly. The app is available for Android, iOS and Windows Phone devices.

To download the mobile app, please *either*

i. visit [http://scan.conference4me.psnnc.pl/get/?config=gcb2018](http://scan.conference4me.psnnc.pl/get/?config=gcb2018), or

ii. scan the QR code below, or

iii. type «gcb2018» in Google Play, iTunes App Store or Windows Phone Store.

![QR code for GCB Symposium 2018 Mobile App](image)

**Schedule and Presentation Formats**

**Check-in & Display of A-Posters**

**Check-in**: 08h00-08h25, in the Foyer to Lecture Room U113 (DCB basement).

**Self-adhesive name tags** will be available for all *presenting (first)* authors. Please pick up your name tag and wear it during the symposium.

**Poster Display**: Posters of Session A should be displayed during check-in time. For more details, see «Poster Sessions» below, on next page.

**Talks**

1. Duration of each talk is **10 minutes**, *including a brief explanatory introduction to the topic* for non-specialists (c. 3 min.), followed by **5 minutes for discussion**.
2. Please stick to the indicated times.
3. **If possible, bring along your presentation on your own laptop/notebook.** Mac users also bring along an adaptor, if needed.—Alternatively, use a memory stick and upload your file from your memory stick onto an available laptop *before the start* of the session.

   A beamer will be at your disposal in each of the lecture rooms.
4. **First speaker of each session**: If required, kindly let the following speakers use your laptop/notebook for their presentations, saved on a memory stick.
5. **Last (4th) speaker of each session**: You are kindly requested to let the Poster Flash presenters use your laptop/notebook for their 1-slide-presentations, saved on a memory stick (total duration of Poster Flash: 15 minutes).
6. Check out the GCB Symposium Website, the Mobile App, or the Program Book (available on the day) for venues, time schedule, and all program details.
7. **Times**: Talks & Poster Flash sessions are held in two sets of five parallel sessions, at 08h30-09h45 for Talks I & Poster Flash I, and at 10h15-11h30 for Talks II & Poster Flash II. Your exact presentation time is available on the detailed program.
8. **Venues**: The sessions are held at the DCB Lecture Rooms U113 (basement), EG16 (ground floor, North), S379 (3rd floor, South), and S481 (4th floor, South), and in Room 258 (2nd floor) at the Department of Physiology.
Poster Flash

1. Duration of each flash presentation is 1 minute only, with one slide only, and no discussion. The goal is to focus attention on the main topic of your research, to offer key findings only, and to actively stimulate the audience to view your poster during the regular poster sessions.

2. Bring along your slide presentation on a memory stick, and use it on the last (4th) speaker’s laptop/notebook—see «Talks», paragraph 5, above (previous page).

3. Please stick to the indicated time and follow the instructions.

4. Check out the GCB Symposium Website, the Mobile App, or the Program Book (available on the day) for venues, time schedule, and all program details.

5. Times and Venues: The Poster Flash (15 mins) follows immediately after each Talks session, so the same times and venues apply—see «Talks», paragraphs 7 & 8, above (previous page).

6. Poster Display & Removal: For details on your poster display and removal, refer to «Poster Sessions» below.

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Poster Sessions

1. Poster format: DIN A0 (= 119 cm height x 84 cm width, i.e. «portrait orientation»). Due to limited space, «landscape orientation» posters cannot be accepted.

2. See «Program» on the GCB Symposium Website for a list of all poster numbers (A-001 to A-091 and B-092 to B-182), authors and titles of presentations, and times of sessions. Check out whether you are scheduled for Session A or Session B.

3. If you are not listed for a Talk or for the GCB Slam, you will present a poster. Many of you are additionally selected for a Poster Flash presentation (for details, see «Poster Flash», above).

4. Venue: All posters will be presented in the Foyer to the Lecture Room U113 (DCB basement), including the adjoining cafeteria.

5. Poster numbers for both sessions A and B are attached to the poster boards at the same time. Please display your poster at your number on the corresponding board. The poster numbers must remain visible.

6. Session A (A-001 to A-091), 11h30-13h00:
   A-Posters should be displayed between 08h00 and 08h25, i.e. before the start of the GCB Symposium.
   A-Posters must be removed from the boards between 13h00 and 13h30. Please be careful not to remove poster numbers of Session B!

7. Session B (B-092 to B-182), 13h30-15h00:
   B-Posters should be displayed between 13h00 and 13h30, as A-Posters are removed.
   B-Posters must be removed (at the latest) during the afternoon coffee break, i.e. between 15h00 and 15h30, since the Foyer must then be prepared for the concluding Apéro.

8. Posters remaining on the boards after the scheduled times will be removed by the GCB team and may be reclaimed later at the GCB office.

9. Poster Viewing is also encouraged during coffee/tea and lunch breaks. For more details, see «Breaks, Poster Viewing & Apéro» below, on next page.

10. Overlapping Poster Sessions and lunch hours: Follow the color codes on «Program Overview», and refer to «Breaks, Poster Viewing & Apéro» (below, next page) for instructions.

11. Please make sure to stick to the times and to the requested poster format, since the number of poster boards and space are limited.
GCB Slam

1. Duration of each slam performance is **exactly 4 minutes**. A stopwatch may be used to enforce the time limit. Slam presentations are *not* followed by a discussion.
2. See «Program» on the Symposium Website for a list of slammers in order of appearance and titles of presentations (S-001 to S-010).
3. **Time & Venue:** The GCB Slam is held in the DCB Lecture Room U113 (basement), at 17h15-18h15 and will be recorded on video, for later publication of the three highest scoring performances on the GCB Website. Slammers’ authorization for publication has already been secured beforehand on the ConfTool platform.
4. The GCB Slam is moderated by two Masters of Ceremonies. Members of the audience will be invited to act as a jury and award scores to each performance.
5. A **Slam Coaching** will be offered for slammers on **Wednesday, January 17, 2018, at 15h00 to c. 16h30**, in the Clubroom of the Theodor Kocher Institute, 2nd floor, Freiestrasse 1, 3012 Bern, where further instructions will be available. If you are selected for the GCB Slam and are not able to attend the coaching, please inform marlene.wolf@gcb.unibe.ch, with Cc to gabrielle.favre@gcb.unibe.ch.

Breaks, Poster Viewing & Apéro

1. **Coffee/tea and lunch** will be available at the **Mensa Bühlplatz**, Gertud-Woker-Str. 3, just behind the DCB building (see Location Map), and will be sign-posted. For security reasons, however, a maximum of 170 persons may stay at the Mensa Bühlplatz at any time. You are therefore requested not to stay for the *whole* breaks at the Mensa, but are encouraged to spend some of the time for **Poster Viewing** at the DCB.
2. **Lunch times:** You should follow the color codes on «Program Overview». i.e.:
   - *Blue Groups* → go for **Lunch A** at 12h30-13h15
   - *Green Groups* → go for **Lunch B** at 13h15-14h00

   **Key for Color Codes:**
   - **A. «Blue Groups»:**
     - Speakers of Talks I & Poster Flash I, B-Poster Authors, GCB Slammers.
   - **B. «Green Groups»:**
     - Speakers of Talks II & Poster Flash II, A-Poster Authors.

   **Lunchtime Instructions for Poster Authors:**
   - **Authors of A-Posters:** *First* remove your poster at 13h00, *then* go to lunch at 13h15.
   - **Authors of B-Posters:** *First* have lunch at 12h30, *then* display your poster before 13h30.
3. Finally, everybody is invited to join in the concluding **Apéro** immediately following the GCB Symposium. Do not miss this very special occasion for further scientific and informal exchange, for networking, and for meeting friends for a chat!

**We are looking forward to welcoming you at the GCB Symposium 2018.**

**Contact & Further Information:**

Gabrielle Favre
Graduate School for Cellular and Biomedical Sciences
eMail: gabrielle.favre@gcb.unibe.ch
Phone: +41 31 631 53 77
GCB Symposium Website: [http://www.gcb.unibe.ch/gcbsymp/](http://www.gcb.unibe.ch/gcbsymp/)