GCB Symposium 2020 | Invitation & Instructions

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

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

**Keynote Speaker:**
Prof. Dr. Sylviane Muller
School of Biotechnology, University of Strasbourg, France

**Keynote Lecture:**
«Mechanism-Guided Novel Therapies for Treating Inflammatory Diseases»

**Symposium Website:**
https://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 **282 contributions**, the **40 Talks, 85 Poster Flash presentations**, and **242 Posters** 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](https://www.gcb.unibe.ch/gcbsymp/) 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).
   
   iv. «Online Access» to the GCB Symposium Agenda, full abstract texts and a list of all authors is provided via the [ConfTool Platform](https://www.gcb.unibe.ch/gcbsymp/). Please note that an internet connection/WiFi is required, and that the agenda output is not optimized for mobile devices/smartphones. Registration/login authentication is not required. On the GCB Symposium Agenda overview, select and click on the title of a session, in order to access the corresponding abstract texts.
   
   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 Seminar Room 258 (2nd floor) at the Department of Physiology.
Schedule and Presentation Formats

Check-in & Display of A-Posters

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

Self-adhesive name tags will be available for all presenting (first) authors and chairpersons. 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.), and 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: If needed, kindly 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 ConfTool Platform, or the Program Book (available on the day) for venues, time schedule, and further 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 the Seminar Room 258 (2nd floor) at the Department of Physiology.

Poster Flash

1. Duration of each flash presentation: 1 minute only, with one slide only, 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.—Hint for your slide: Show main findings of your project only—not the complete poster—, thus allowing your audience to visually scan your slide within one minute.
2. Please send your slide as a pptx (PowerPoint) file to gabrielle.favre@gcb.unibe.ch until Monday, January 20, 2020, at the latest, using your LastName_FirstName as name for your pptx file. Slides will then be merged into one single PowerPoint presentation for each Poster Flash Session, in order to allow for a swift run of slides.
3. Please stick to the indicated time and follow the above-mentioned instructions.
4. Check out the GCB Symposium Website, the ConfTool Platform, 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.
6. Poster Display & Removal: For details on your poster display and removal, refer to «Poster Sessions» below (next page).
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-121 and B-122 to B-242), 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, you will present a poster. Many of you are additionally selected for a Poster Flash presentation. For details, see «Poster Flash», above, on previous page.

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 from the start of the event. Please display your poster at your number on the corresponding board. *The poster numbers must remain visible.*

6. **Poster Session A** (A-001 to A-121), 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. **Poster Session B** (B-122 to B-242), 13h30-15h00:
   - B-Posters should be displayed between 13h00 and 13h30, as soon 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 set up for the concluding Apéro.**

8. **Time Schedule for Poster Sessions, Overview:**
   - 08h00–08h25 Display Session A Posters
   - 11h30–13h00 Poster Session A
   - 13h00–13h30 Exchange: Remove Session A Posters & Display Session B Posters
   - 13h30–15h00 Poster Session B
   - 15h00–15h30 Remove Session B Posters *(during Afternoon Coffee Break)*

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. 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.

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

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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:**
   - **Lunch A**: «Blue Groups»:
     - Speakers of Talks II & Poster Flash II, B-Poster Authors.
   - **Lunch B**: «Green Groups»:
     - Speakers of Talks I & Poster Flash I, 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 2020.

Contact & Further Information:

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eMails: info@gcb.unibe.ch; for Poster Flash slides: gabrielle.favre@gcb.unibe.ch
Phone: +41 31 631 59 61
GCB Symposium Website: [https://www.gcb.unibe.ch/gcbsymp/](https://www.gcb.unibe.ch/gcbsymp/)
ConfTool Platform: [https://www.conftool.net/gcb-symp/sessions.php/](https://www.conftool.net/gcb-symp/sessions.php/)

QR code to access the ConfTool Platform with your mobile device: