# IMPRS-ESM Retreat 2024: Call for Abstract Submissions

## Abstract Submission Guidelines

Topic Selection:
- o Identify recent results or new information you want to present, then create a title and outline for your abstract.
- o Discuss your ideas with your supervisor for alignment and guidance.

Abstract Composition:
- o Your abstract should be approximately **400 words or 2500 characters**, including spaces.
- o Ensure that the abstract and title fit on one page, formatting is carried out by the IMPRS-ESM Office.

[Abstract submission](#)
Login with you MPI account ('firstname.surname' & System password)

## Oral Presentation Instructions

- Use the prescribed IMPRS-ESM corporate design templates available on the [MPI-M Intranet](#).
- Customize the content of the slides, <u>keeping the title page format unchanged</u> (color, font type, and size).

Title Page Requirements:

- o Display the title of your talk, your name, and the names and roles of your Advisory Panel members.
- o Include your affiliation details and the dates marking the start and expected completion of your PhD.
- o Mention, if applicable, the publication status of your work (e.g. in preparation, submitted, under review).

Presentation Structure

- **10-minute presentation** followed by 5-minute discussion
  - o 1/3: The first third of your talk should be general enough to be understood by an interdisciplinary audience.
  - o 2/3: The next third should cater to those familiar with your discipline.
  - o 3/3: The final third should highlight how your research has advanced knowledge in your field.

<u>Info for new IMPRS-ESM members</u>: Those of you who are in a *very early state of your doctoral research* or just have come to Hamburg and thus have *started the PhD project very recently*: please present the major research question, what you do know of your research topic from the reading and discussion with your supervisor, how you want to approach your project, and what you expect to find, given your approach).

# Hints & further information

### Presentation Structure and Content

- Begin your presentation by clearly stating your research question. Highlight what is new and why it matters.
- Explain how you addressed the research problem and discuss the expected or achieved results.
- Include only figures and data that are crucial to your message.
- Clearly label all axes and legends on your graphs to ensure they contribute effectively to the understanding of your results.

### Visual Design Guidelines

- Use a font size large enough to be easily readable from the back of a large seminar room, especially in figures and graphs.
- Apply a consistent and appropriate color code across all figures to enhance clarity and accessibility.
- End your presentation with a summary or conclusions slide that serves as the take-home message for the audience.
- Avoid using a separate slide for thanking the audience; incorporate any acknowledgments into your conclusion, if necessary.

### Slide Management

- Number your slides. This aids in referencing during the Q&A session and discussion.
- (optional) you may include comments, subtitles, or references in the bottom section of your slides to provide further context or cite sources.

Always (!) perform a practice presentation to make sure that your presentation stays within the time limit (10 minutes) and that the structure, figures and diagrams, font size and chosen colors are appropriate. Your peer doctoral candidates are excellent sparring partners; therefore, we will be organizing a **pre-Retreat practice at 26 September 2024**.