

Important preparation steps:

- Fix two dates with your supervisor (favored date and an alternative date in case the first one is taken already by any other important event).
- Decide on the co-examiner (together with your supervisor). Although the presence of the co-examiner is not mandatory, you need to invite her/him to your public talk.
- Decide on a room (together with your professor) and book it.
- For the flyer and the information on the ICB website, send the following information to Alexia (alexia.berchtold@chem.ethz.ch):
 - title of the presentation
 - short abstract of the presentation
 - CV and photo

(abstract and CV = max. 1'300 characters with spaces)

Please note: you (and maybe your group secretary) are in charge of the event organisation (except for the general advertising) and the invitation of special guests (i.e. co-supervisor).

PUBLIC PRESENTATION AS PART OF THE PHD EXAM AT ICB

A public lecture supplementing the doctoral exam will be organized according to the following guidelines:

1. The public lecture is mandatory for all doctoral students.
2. The contents of the lecture reflect the work carried out during the doctorate. The presentation has no influence on the result of the doctoral exam.
3. The presence of the doctoral advisor (examiner) is mandatory; the advisor introduces the speaker and manages the discussion/questions.
4. The examination committee is defined before the presentation, with all co-examiners being invited (although not required) to attend the presentation. Moreover, ICB faculty are encouraged (but not required) to attend all lectures.
5. The lecture should take place in the period between 3 to 9 months before the examination date.
6. The event should last approximately 30 minutes (20 minutes lecture and 10 minutes open questions)
7. The advisor and doctoral student are responsible for organising the date of the lecture. The date, time and location of the lecture will be publicly announced on the ETH ICB website at least 4 weeks in advance.
8. EMPA / PSI doctoral students associated to ICB must fulfil the same requirements as all ICB students.
9. This regulation is valid for doctoral students who started after January 1st, 2014.

ABLAUF

der Organisation der öffentlichen Präsentationen durch die Doktorierenden am ICB

Arbeitsschritte	Prof.	PhD	Gruppen- sekretariat	Instituts- Koord.
Ko-Examinatoren festlegen	x	x		
Datum und Zeit festlegen (mind. 2 Vorschläge*)	x	x		
Referatstitel festlegen	x	x		
Datums-Varianten mit Institutskoordination abgleichen			x	x
Raum reservieren			x	x
Kurzbeschreibung des Referats, Kurz-CV der/der Doktorierenden, Foto und Bild		x		
Alle Angaben ins Flyer-Raster eingeben		x		
Flyer an Institutskoordination senden (<i>spätestens 5 Wochen vor der Präsentation</i>)		x	x	
Publikation auf Spezialseite des ICB (<i>spätestens 4 Wochen vor der Präsentation</i>)				x
Publikation im Veranstaltungverzeichnis der ETH (ICB und CHAB)				x
Werbung innerhalb der Gruppe			x	
Werbung innerhalb des ICB / ev. D-CHAB				x
Werbung extern		x		
Einladung Komitee			x	
Veranstaltungsorganisation (zusätzliche Veranstaltungselemente, Gästebetreuung, etc.)		x	x	
Veranstaltungsdurchführung (<i>3-9 Monate vor der Doktoratsprüfung</i>)	x	x	x	
Bestätigung an die Doktoratsadministration				x
PDF der Präsentation zur Archivierung an die Institutskoordination senden		x		x

* Je nach Organisation der Raumreservation auch Auswahl von zwei Daten gemäss vorliegender ICB Liste (im Falle der gebündelten Raumreservation durch ICB-Koord.)