**Organization IPW Doktorandentag**

As of Sep-​2023 the participation is **mandatory** for candidates before the end of their third year. Each presentation lasts 20 minutes, followed by 5 minutes questions and answers session. And the best oral presentation wins a prize.

For confidentiality reasons, the program will **not** be published on the IPW website! Upon request, the program will not be printed out, instead, a QR-Code for the program can be prepared.

* Date: last Wednesday before the start of the respective semester
* Room: HCI J3
* Name of the prize: Prize for the best presentation at the IPW Doktorandentag. The Institute of Pharmaceutical Sciences sponsors the prize money.
* Budget for organizing the IPW Doktorandentag is a total of **2500.-** (including prize money).
* Prize money and certificate: CHF 500.- payment via IPW institute coordinator (Institute coordinator needs to be informed by the organizing group directly after the Doktorandentag about the winner and the title of the presentation.) Certificate will be prepared by IPW institute coordinator and handed over digitally only.
* Reimbursement of organizational expenses: Please send a PDF receipt to the institute coordinator for reimbursement. If not clearly stated on the receipt, the type of expenses needs to be explained (e.g. “present for guest speaker” or “beverages for the coffee break”).

**To do list:**

* Room reservation: <http://www.raumanfrage.ethz.ch/>
* Foyer reservation for breaks: <https://ethz.ch/content/dam/ethz/associates/services/Service/facility/flyer/flyer_isc/de/Flyer_GB_HC.pdf>
* Clarify confidentiality level with participants
* Information E-Mails sent by the organizing group: program without abstract, event details, outlook invite
* Print the program with abstracts or prepare a QR code with the program
* Properly clean the tables borrowed for the apéro after the event. The reservation for breaks does not include cleaning services.

Note: the template for the program needs adjustment!