

## Practical Colloquium Guidelines

- **1 year before the colloquium:**  
Start attending student colloquia (10 in total). Don't forget to bring the attendance form, which has to be signed at the colloquium!
- **3 months before the colloquium:**  
Choose a supervisor and a subject for the colloquium. The subject of the literature essay and colloquium is chosen within the field of Chemistry or Life Sciences. It is not allowed to choose a topic directly related to the research project but may be chosen in the field of the research project. The topic and the boundaries of the literature study is determined in consultation with the colloquium supervisor, who is not allowed to be the student's own mentor.
- **6 weeks before the colloquium:**
  - Start writing the essay/colloquium
  - Set the date of the colloquium (communicate this with your supervisor)
  - Make a reservation for the lecture room. Availability can be checked on <http://zrs.leidenuniv.nl> . To make a reservation, email Joske Lamme ([lamme\\_j@science.leidenuniv.nl](mailto:lamme_j@science.leidenuniv.nl) )
  - Make sure that there are staff members to grade the essay and colloquium. They have to be available too on the date you set! The colloquium and essay have to be graded by an independent committee of at least two staff members, of which the mentor and the colloquium supervisor is not a member.

The essay/colloquium should contain the following basic elements:

1. Introduction and scope
2. Review of the topic
3. Conclusion and outlook

The length of the written essay is in the order of 10-15 pages and is subsequently presented in a colloquium of about 30 minutes, including 5 minutes of discussion. The organisation and layout of the colloquium should be discussed with the colloquium supervisor.

- **5 weeks before the colloquium:**  
Communicate the date of your colloquium to Maxim Kuil ([m.kuil@chem.leidenuniv.nl](mailto:m.kuil@chem.leidenuniv.nl)) and the CDL ([onderwijs@chemischdispuutleiden.nl](mailto:onderwijs@chemischdispuutleiden.nl)) so that it can be announced.
- **1 week before the colloquium:**
  - Spread announcement posters through the building (the wall of the elevator is very suitable for this), make sure that everything is correct: time, location, title, ....
  - Sent a confirmation to Maxim Kuil

- **On the day of your colloquium:**
  - Make sure you are on the university 1 hour in advance
  - Install your presentation on the computer approximately 20 minutes in advance
  - Check whether your presentation works properly (some computers may not be able to handle .pptx files (for instance the computer in C7) or movies in your powerpoint presentation (especially .avi files may result in difficulties)). If you want to be sure that your presentation works properly, you may want to bring your own laptop or one from your research group.

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