

Guidelines for the Online Evaluation during the GGL Annual Conference

Dear GGL members, dear guests,

voting for the **Best Talk** and **Picture Competition** will be conducted online. In order to participate, you need the **tan sheet** provided in your conference bag **and a smartphone or other mobile device**. **Please bring your tan sheet with you on both days of the conference; we will not replace forgotten or lost sheets.** Wireless internet (Eduroam) is provided in the physics building.

If you have a QR code scanner installed on your smartphone or tablet, you can access the voting portal directly by scanning the code. Please download a QR code scanner or reader App **in advance** and **turn off the sound of your phone and of the QR scanner App in the lecture hall.**

You can also evaluate without the QR Code by navigating to the GGL Conference website and clicking on the online voting link. Then enter the TAN provided on this sheet. Each QR code/TAN may only be used once and becomes invalid after submission.

Guidelines for evaluating the talks:

- After the final talk of each section, you will have at least 30 min to evaluate either with your TAN or QR code.
- Log in by scanning the QR code with your phone or by entering the TAN on the website.
- Make your decision based on three criteria mentioned below.
- For each criterion, enter a value from **1 (Excellent) to 5 (Unsatisfactory)**.
- You only have one QR code/TAN for each of the sections. The QR code/TAN can only be used until the end of the break following the session you are evaluation.
- After pressing “send”, the QR code/TAN is no longer valid.
- The Best Talk will be announced at the end of the conference during the Awards Ceremony.

Make your decision based on three criteria:

- **Content:** How informative was the presentation? Did he/she make an effort to explain important terms and methods? How well did the speaker present the results and their relevance? How well did the speaker explain the information needed to understand the outcome of his or her research?
- **Presentation:** How well did he or she present the talk orally? Did he or she speak loud enough and at an appropriate speed? Did he or she grab your attention or bore you? Did the speaker make an effort to interact with the audience? How competently did the speaker answer questions during the discussion?
- **Layout:** How well designed was the presentation? Were style, arrangement and size of texts, graphs, etc. indicative and supportive of the content? Were animations/ pictures used to emphasize the results or to divert attention? Where tables, graphs and images sufficiently labelled and explained and were they large enough to understand them quickly?

Guidelines for Voting for the Picture Competition:

- Voting for the Photo Competition will take place throughout the duration of the Conference up to the end of **the second poster session.**
- Use the QR code/TAN marked for the Photo Competition to log into the voting portal. Note: the loading of all pictures might take some time.
- Select one photo from each of the three categories **Lab Work, Research and Student Life** and click “send” to submit.
- The winners in each category will be announced during the Award Ceremony.