

Department of Mechanical & Materials Engineering  
**RESPONSIBILITIES OF THE SEMINAR FACILITATOR**

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1. Contact speakers in advance and collect information suitable for having them introduced during the seminar. You may consider the following questions:
  - (i) when and where the speaker got his/her undergraduate degree;
  - (ii) area of the current research and the advisor and advisory committee;
  - (iii) some other useful information.
2. Start the seminar promptly on time
3. Welcome everyone and introduce the first speaker
4. Dim lights in the room so that the presentation slides are clearly visible to the audience
5. Each presentation is limited to 10 minutes.
  - If the presentation does not end in 10 minutes, give an indication to the presenter that he/she has one extra minute to finish
  - If the presenter does not stop after 11 minutes, then interrupt the presenter and mention that the presentation time is over and wrap up the presentation within one minute
  - No presentation should exceed a maximum of 12 minutes
6. After the presentation, invite audience for questions. Keep the question period to 5 minutes
7. After the question period, invite audience to complete the online evaluation of the presenter. Give 5 minutes to complete the evaluation
8. Invite the second speaker and follow the same procedure