CCI/KCC WEEKLY RESEARCH SEMINAR SERIES GUIDELINES
2024 v.2

Occurrence: Tuesdays weekly from 1-2pm.

Location: John Beverage Lecture Theatre at Sydney Kids

Schedule:

- Two research talks by presenters from a different Theme or Group (selected by the Group Leader). Fortnightly, one presenter will be from clinical teams within KCC and one from CCI Theme/Groups.

or

- One special talk, e.g. final PhD talk or promotion/review talks*

This talk needs to be notified to the committee by the Group Leader or KCC clinical teams 3 months in advanced.

or

- A talk from external CCI or KCC visitors in the format of Special Seminar.

Talks format:

- All talks will be hybrid with a commitment from the people onsite to attend in person.

- When 2 talks: 20 min/talk 10 min discussion.

- When 1 talk: 45 min/talk 15 min discussion.

- Light afternoon tea will be provided to encourage attendees to stay after the talks for further discussions and networking.

Presenters: Group leaders, Team leaders, Postdocs, PhD and Honours students, Research Assistants, clinical academics, other health professionals and visiting speakers providing general training on research-related topics.

Closed Meeting: Please note that CCI/KCC seminars are all "Closed Meetings", this means that any data presented may not be discussed outside the Institute. Meetings will also not be recorded.

Promoting networking among CCI and KCC clinical academics: afternoon tea

will be provided after the Seminar at the Lecture Foyer.

PURPOSE

The purpose of the CCI/KCC Research Workshop is to:

- encourage the exchange of ideas between groups and foster collaborations,

- encourage feedback on research from outside the presenter's immediate group and clinical academics and provide a relaxed format for staff and students to ask questions and engage in discussion,

- develop the presentation skills of staff and students in a non-threatening environment and

- provide general training on research-related topics.

FORMAT

The meeting to start with an acknowledgement of the country

The meeting will commence with the chairperson introducing the first speaker.

Talks are to be reasonably organised and cohesive so that the audience can understand and participate in the discussion. The main purpose of the talks is to communicate research results from "in progress" experiments (including positive and negative results), experimental ideas, and research questions/directions and problems. Other options for the content of talks that are encouraged include project proposals, conference reports, technical skills, new techniques and instrumentation presentations.

Talks should have a brief introduction that provides enough information for members of all groups to understand the content. Please use a large font size for all slides. Presentations should adhere to the time limit, which includes questions and discussion (directed by the chairperson). Data should be of results from the past 12 months and/or mostly unpublished data, rather than from years of the group's work (exception applies to reviews/promotions). Presenters are encouraged to discuss technical problems as well as data. All attending the workshop are encouraged to ask questions and participate in discussion. The Chair should endeavor to stimulate discussion.

The meeting format and participation will be reviewed every 6 months to allow for adjustments to be made to better suit the needs of the institute as it grows.

COORDINATORS

The CCI/KCC Research Seminars will be coordinated by a volunteer Postdoctoral Researcher, Senior Researcher and Clinical Academic who will hold the role for a minimum of 12 months and a maximum of 2 years.

Coordinators:

Dr Alice Salib (email: asalib@ccia.org.au)

Dr Noemi Fuentes (email: noemi.fuentesbolanos@health.nsw.gov.au)

Dr Emmy Fleuren (email: efleuren@ccia.org.au)

Role of the coordinators:

- Survey Group/Team Leaders and/or clinical academics for their availability and selection of presenters

- Review Guidelines

- Prepare a draft schedule for presenters and send it out to all Group /Team Leaders/Clinical Teams for approval

- Prepare the final presentation schedule

- Prepare schedules for Chairs

- Coordinate with group heads when a special seminar is scheduled

- Send out seminar schedule with zoom links to all CCI and KCC researchers

- Monitor through QR surveys the outcome/feedback of the seminars

- Organise with Core services catering for after seminars

- Coordinate with Associate director the budget and seminar outline

CHAIR

Chairing of the meetings will be performed by Postdocs, any interested RAs, Postgraduate Students, and clinical academics on a roster system managed by the Research Seminar Coordinators.

The role of the Chair is to do the acknowledgement of country, introduce the speakers and stimulate and direct discussion and questions at the end of each presentation in a style like that of a conference session chair.

Where possible, the chair will be from a different theme or clinical team as the speakers and are selected by the Theme Heads and clinical academics.

SCHEDULING AND POSTPONEMENT PROCEDURE

Presentations on any given day are generally to be Group based. Presenters are to be decided by the Group/Team Leader with two speakers (30 min talks including questions) or one speaker (40 min talks including questions). Presenters may consist of the Group/Team Leader, research assistants, students and postdocs. Group allocations are based on a roster system managed by the Research Seminar Coordinators. Presentations from clinicians and other health professionals will be allocated for the year by clinical teams. Clinical presenters are to be decided within the group.

Postponements are discouraged. There will be a minimum of a 3-week notice from the organisers for the speakers which provides plenty of time to prepare and make sure there are no conflicts with other events, so the instance of postponement should be rare. Lack of data, technical difficulties and slow progress are all good reasons to be presenting rather than to cancel. If, under exceptional circumstances, a presenter needs to reschedule, it is the responsibility of the Group/ Team Leader / Clinical Team to fill this slot with another member from their Group.