



### 3. Optimize Room layout

The Annex 1 contains some important information for your presentation:

- **The PCs** in the interview rooms run the Windows 7 operating system and have installed Acrobat Reader XI (version 11) and Ms PowerPoint 2010 (please don't use QuickTime MOV videos in your presentations, only AVI or MP4).
- **The** white board screen size is: 210x130cm and the laptop screen resolution is 1366x768p.
- While designing your presentation, you should be aware that the projection may on the wall and it is quite likely that it will not be exactly the same as you see on your screen - so you may use more contrast colours in order to provide a more visible projected presentation for the panel members.

To give you an impression of how the interview room in Covent Garden looks like, hereunder two pictures of a potential interview room in Covent Garden from different angles are provided.. We understand from ERC interviewees that the waiting room upstairs is identical to the interview room, giving you an impression of what you can expect.

The first picture shows the two projection screens. Because the lecture stand is close to the window it seems likely that your slides are then projected on the left screen (hidden slightly behind the open door) and that the clock counting down the time will be presented on the right screen.

Notice how close the lecture stand is to the table and the chair of the first panel member, therefore no space to walk about without blocking a panel member the view on your presentation. The count of the chairs adds up to 20 chairs (9 chairs on each side and 2 at the end), this means probably 12-15 panel members, one or two members of the ERC administration agency, a monitor and/or an ERC council member are present during the interview session. All in all a relatively small room for so many people.

On both pictures microphones are visible on the table. This may mean that this will be used for your benefit – so you can reach everyone and therefore everyone can hear you without raising your voice. The panel can also control the microphone by switching you off e.g. at the end of the presentation or in answering their questions.

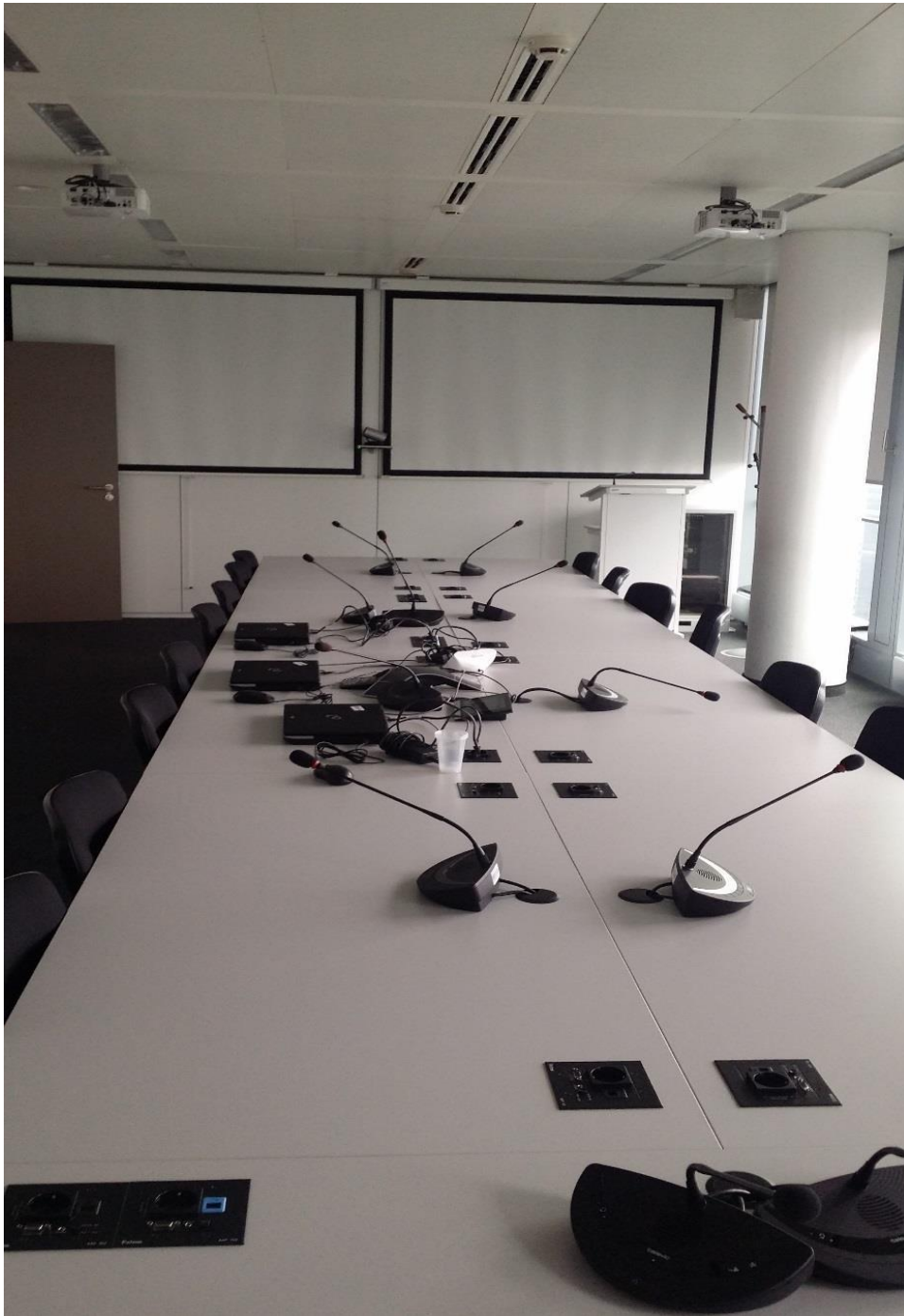
The sun blinds are not available for each room, therefore ensure that your slides have sufficient contrast so that they are readable under all circumstances (lots of light flooding in or light tempered by the blinds).

On the second picture you see the clock that counts down the presentation time. This clock can be difficult to monitor when you are talking, therefore now your timing per slide and overall; bring along a watch for keeping with the allotted time.

In some panels you are allowed to use a flipchart when giving answers. If this is the case, practice in your mock interviews when answering questions by making simple elucidations; even drawing a single line can already be helpful in accentuating answers. Using the flipchart professionally will help the panel to understand better what the key issues or dimensions of the proposed research are.



PICTURE 1:





PICTURE 2:

