

## Guidelines NML Student Forum

### **Background:**

Since the 2009 NML congress Student Forum has been arranged on almost all congresses. Participation has been good and the students' evaluations indicate it is an important forum for future biomedical scientists and an inspiration for future contributions on scientific and professional related arenas.

### **Purpose**

Students play an important role in the future of biomedical laboratory scientists. Their voices are important and by participating in student forums the students can express their opinions on how they would like to influence the future.

The purpose of the Student Forum is to give biomedical scientist students from the Nordic countries an opportunity to meet and to exchange experiences and discuss relevant issues. Student involvement also gives the NML network an opportunity to hear the opinion of the colleagues to be. The Student forum also gives the possibility to take part of the congress' scientific program for learning.

### **Preparation**

Use a project plan which will facilitate the work of planning and executing the Student forum.

- The student facilitator who will be in both in charge of the project and also report to the organizing committee should preferably have experience in leading groups. This person is also the contact person for the forum throughout the entire process.
- Choose a topic and theme for the student forum. This could be harmonized with the theme of the congress if it is relevant for students.
- The students should prepare presentations preferably related to the topic that will be discussed at the student forum.

### **Student forum**

- There should be about the same number of participants from each country in order to have discussions on equal terms. One way to do this would be to have a limit of e.g. max 4 participants per country.
- Types of activities: Student Forum, attending scientific program, evening activities, free time.
- The information and schedule should be clear and easy to follow. It is important to make sure the students are welcomed to the forum upon registration.

- The student forum should consist of sessions for the students' discussions on different topics, but time needs to be given to attend the scientific program. There could be a plan to together attend specific lectures which are discussed later in the forum.
- If a Student poster session is arranged the participants should be encouraged to present their Bachelor thesis (if it is finalized).
- Only students should be allowed to participate in the sessions and all participants are expected to attend during the entire forum. If anybody wishes to observe the forum they should be allowed to do so but not to interrupt or interfere. If necessary communication with the student facilitator can be done during a break.
- A good way to wrap up the student forum is to let the students present their thoughts and ideas at the end of the congress.

### **Evaluation**

In order to learn from the Student forum and to improve future ones a digital or written evaluation should be given. The results of the Student forum evaluation should be reported back to the NML network together with the evaluation of the entire congress.

### **Economy**

- The NML network has reach consensus on the fee for the students' participation to only be the actual cost for meals and coffee. Participation in the Student forum entitles the students to attend the scientific program of the congress.
- Congress dinner is additional cost.

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