

Practical Information for PhD Candidates: Presentation and Technical Facilities in Waaier 4

About Waaier 4

Waaier 4 is a dedicated lecture hall used exclusively for PhD thesis defences.

The room is equipped with a presentation PC (i7) that you can use for your layman's talk. You may bring your presentation on a USB stick or external hard drive. You are also welcome to use your own laptop. Both HDMI and USB-C connections are available.

A technician will be present during the defence to assist with any technical questions.

Presentation Setup and Display

The lecture hall features a widescreen LED wall and speakers for presentations.

PowerPoint is often configured in a 4:3 format by default, while the LED wall uses a widescreen 16:9 format.

To avoid black bars appearing on the sides of the screen, we recommend setting your presentation to 16:9. Before your layman's talk begins, you will have the opportunity to verify that the layout, images, fonts, videos, and audio are displayed correctly.

Using the Touchscreen

The presentation PC is equipped with a touchscreen that can be used for writing or drawing during your presentation. If you intend to use this functionality, we recommend adding an extra blank slide at the end of your presentation. This slide can be used for notes, drawings, or additional explanations. If you do not plan to use the touchscreen, this extra slide is not necessary.

Please be aware that when using the touchscreen, the LED wall mirrors the monitor display. As a result, PowerPoint Presenter View and speaker notes cannot be used. If you require access to speaker notes during your presentation, please use your own laptop.

If you bring your own laptop, remember to bring the appropriate power adapter to prevent the device from shutting down during the defence.

Final Slide Recommendation

The final slide of your layman's talk should not be a "Thank You" slide, as it will remain visible on the screen throughout the approximately 45-minute defence session.

Instead, consider ending your presentation with:

- The thesis title page or cover page;
- A duplicate of your opening slide; or
- Another informative slide related to your research.

Fonts, Videos and File Formats

To ensure compatibility, we recommend using common fonts and standard video formats. Please do not use .avi video files.

If you plan to use the PC provided in Waaier 4, make sure that all videos are embedded directly in the PowerPoint presentation. Videos should not be linked to internet resources or to files stored elsewhere on your computer.

When using a USB stick:

1. Copy the presentation to the desktop before starting your presentation.
2. Remove the USB stick after the presentation.

USB sticks are frequently forgotten in the lecture hall.

If your presentation contains important videos (for example, high-speed camera recordings), requires specific software, or uses uncommon fonts, we recommend using your own laptop.

Testing and Practising in Waaier 4

If you would like to test your presentation or practise in Waaier 4 using the available PC and LED wall, please contact ServiceDesk Carré (servicedesk-carre@utwente.nl) to schedule an appointment.

Livestream

All PhD defences are livestreamed and recorded.

The livestream uses a standard URL, <https://utwente.yuja.com/LiveStream/I/90/1575631623>. This link can be shared with your family, friends and colleagues. This link and additional information about your defence can also be found in the [upcoming public PhD defence agenda](#).

Committee members will also receive all necessary information to participate online if required. No additional arrangements are needed on your part.

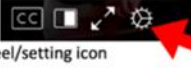
Recording

After the defence, a recording will be made available online in the “Public Defences” album at <https://utwente.yuja.com/Library/1a0b3986-38b0-40f4-8cfc-b7b651e473ae/0d27bc5f-9bad-47f6-85b0-68853d31a698>. The recording will be online no later than two working days after your defence.

Please note that the link to your recording remains active for one year. After that, it will be removed. We recommend you make a copy.

To Download the recording,
First “Start” the video,
Then click “settings” Icon (bottom right)
And select “Download”

To find your recording, via the link you got in the mail from the Beadle.

- # Find your recording, and select it, copy URL to send to Family/Friends.
- # Or for downloading, start the recording. 
After Starting your recording, the gearwheel/setting icon will show in the bottom right.
- # Select it, and choose “Download Media” 
- # Select “Audio and Video Content” 
- # And enter your E-mail address. 
The requested content will be sent to:
- # And an E-mail with download option, will be send to the given address.



Questions

For questions about the recording and other technical aspects of your defence ceremony, you can contact Videoteam University of Twente at videoteam@utwente.nl.

We wish you a very pleasant and successful defence ceremony!