

How to Organize an Effective Scientific Day: A Review

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Abstract: University is the home of experience that serves teaching of undergraduates, research of postgraduates and serving the community and the environment. Experience supply, exchange and broadcasting is one of the main aims of it. The scientific days or meetings are an important method of teaching, learning and experience exchange in all scientific fields. It is considered one of the main activities of different scientific departments at universities. The overall number of scientific meetings or conferences is generally much less frequent than lectures, but it is still a very important activity that has its own regularities and steps that every researcher or staff members needs to know. The scientific day is considered a small form of scientific conference with the same goals and principles. This article aims to be a guide explaining the basics of essential steps to regulate an effective scientific day or meeting, which are also essential in scientific conference instruction. Organizing companies are not enough to be the only ones completely responsible for this process, but different members of every department of different faculties should be aware enough of these details.

Keywords: Scientific day, Organize Conferences, Scientific meetings, Effective lectures

Introduction:

Every department of different faculties of all universities all over the world has its own scientific specialty and important role in learning and experience exchange. Learning of undergraduate students depends mainly on lectures. But for postgraduates' researchers and colleagues in other similar departments and specialties of the same field, this depends on scientific meetings, which are a limited or smaller form of conference. Conferences are usually done including a wide sector of attendees which may be international, but a scientific day or meeting is relatively more local within one university or a few closely related universities. The basics of regulation of both are nearly the same. These basics and steps of scientific day regulation is a main part of the regulation of conferences. Understanding of this basic is mandatory for instruction of an effective scientific day that can transmit enough experiences for targeted attendees (1, 2, 3).

Steps of Instruction:

To instruct an effective scientific day or meeting, it must be well regulated under confined steps clear for every organizer. Understanding of these basics and steps needs enough experience as a result of previous participation, which may be lacking for many colleagues unrelated to their age or other general experiences. These main steps are explained in table 1 and will be discussed in detail one by one within this article (4, 5, 6).

Table 1: Main steps of Scientific Day instruction:

Main instructor must identify:

- Main title.
- Date & place.
- Organizing team
- Speakers and topics
- Schedule
- Attendees' invitation
- Registration
- Attending certifying
- Publishing

1. Main title:

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The first step is to identify the main title of the scientific day. This will be the gate for the next steps and scientific topics introduced. The title must be clear, broad, and involve the main axis targeted. The title is generally short, usually not exceeding 10 words, as it is not discussing details of a certain scientific topic but describing the global goal, e.g., Updates, Advances or main guides in certain scientific fields. This title must be relatively global, not so specific as the specification will be within the different talks included in the day (7, 8).

2. Date & place:

2.1. The Date:

The second step after choosing the main title is to identify the date and place of the scientific day. The date should be after enough time for applying for the next steps of regulation and is not so delayed after several months, make the organizing team lazy to do their jobs, or so fast within days or a week that it is not enough for the duration needed for good regulation. **The place:**

The place should be suitable for the expected number of attendees "with total chairs exceeding the expected number". All the required facilities should be available e.g., data shows. Sound system Etc. These components are generally part of the environment of any lecture which must be fulfilled in any effective talk or lecture. Certain members of the organizing team must have the mission of a full check-up on these facilities before the date of the scientific day, with enough time for maintenance if required (1,9).

3. Organizing Team:

3.1. Main coordinator:

This will be the manager and team leader of the organizing team "i.e., the maestro of the Orkestra". This leader is usually responsible for confirming the application of all these steps. He must have enough experience and skills to manage the process from the decision of instruction on the day until the end and saying, "we have succeeded".

3.2. Organizing members:

An organization's team must be instructed by the main coordinator. It should involve an enough number of members according to targeted missions. The team, as all, will have the main mission of day instruction, but every member should have a certain mission that he can do better than the others. This well depends on the experience of the coordinator of knowledge with the skills of each. The coordinator may choose an assistant for him that has more knowledge about the skills of these members, and distribute missions according to that for them, e.g., a member for computer skills and designs of ID and certificates, communication, applying regulations and permissions that may be needed, and another one for financial regulations etc. The coordinator needs to make a communication channel with the members, that makes every one of them updated at every step and the missions for each are clear for all, e.g., what's App or telegram group specific for this purpose (1,7,9).

4. Speakers and Talks:

Speakers are the stars of the movie; without effective speakers and well-prepared talks, all these efforts would be valueless. The speakers are better off being not of the organizing team to give them more chance of concentration on their missions of preparing and introducing an effective talk. The regulations for effective talk are explained in (Abodahab A.M. 2022) and should be applied to each talk. The speakers should know the main items of regulations such as the total time of the talk and time after it for discussion. A single PowerPoint template specific for the scientific day can be designed and used by each speaker "Fig 1". This will give the talks a special harmony (1,2,5,9).



Fig. 1: Example of unique template for scientific day which contains main data about it.

5. Schedule:

The Schedule of the scientific day should be the next step just after each speaker chooses the topic of his talk. It will include the time map of the day, which usually involves registration, welcoming, talks of each speaker, break/s, & ending "Fig. 2 ". The talks should be of suitable time for the related introduced topic. The schedule is the guide for all members of the scientific day organizers, speakers and attendees. The schedule is better to be involved in the invitations and announcing about the scientific day.

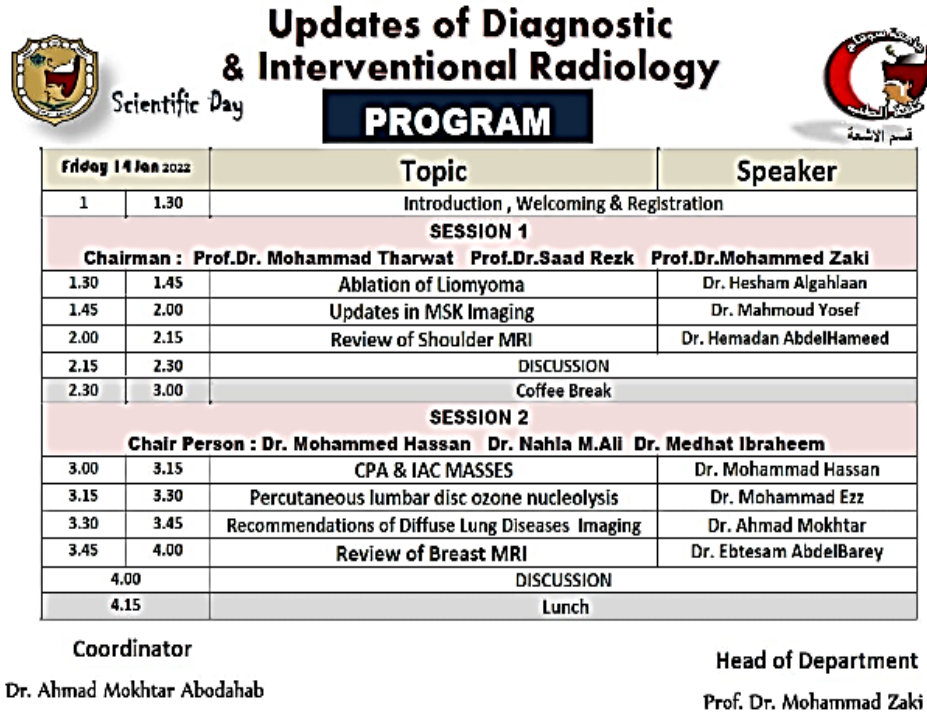


Fig. 2: An example of the schedule of a scientific day in our department.

6. Attendees' invitation:

After instructing the previous steps invitation could be sent to the targeted attendees. The invitation can be sent by many methods, either printed or soft copy sent by mail or social media applications. An online registration form is better to be involved as a method of invitation. This form contains main data of attendees as name, job, email, contact mobile number and other data as requiring attending certification soft or printed copy, or other requirements for registration "Fig 3". This for also is helpful as a guide to the regulation of any steps related to the initial number of attendees.

Name *

Your answer

Whats App Mobile Number *

Your answer

Job & Organization *

Your answer

Valid E-mail *

Your answer

Fig. 3: Main registration data should be involved in registration form.

7. Certificates:

Certificates of the scientific day are a good factor of attraction for it. The certification should be for different categories: speakers, organizers and attendees. The certificate data should involve main data of the day (University, department, Title, date and role "attendee, organizer, or speaker"). Many designs of certificates are available online or can be newly designed by different computer applications even by power point itself "Fig 4".



Fig. 4: Example of scientific day attendance certificate designed by power point.

8. Data publishing:

Scientific day or meeting usually contains more than one talk. These talks as presented mostly in power point form. For more benefits of attendees or even others, this data can be recorded during lectures by different applications of screen recording e.g., fast stone capture, Camtasia, Snagit.....etc. as explained in Fig 5.

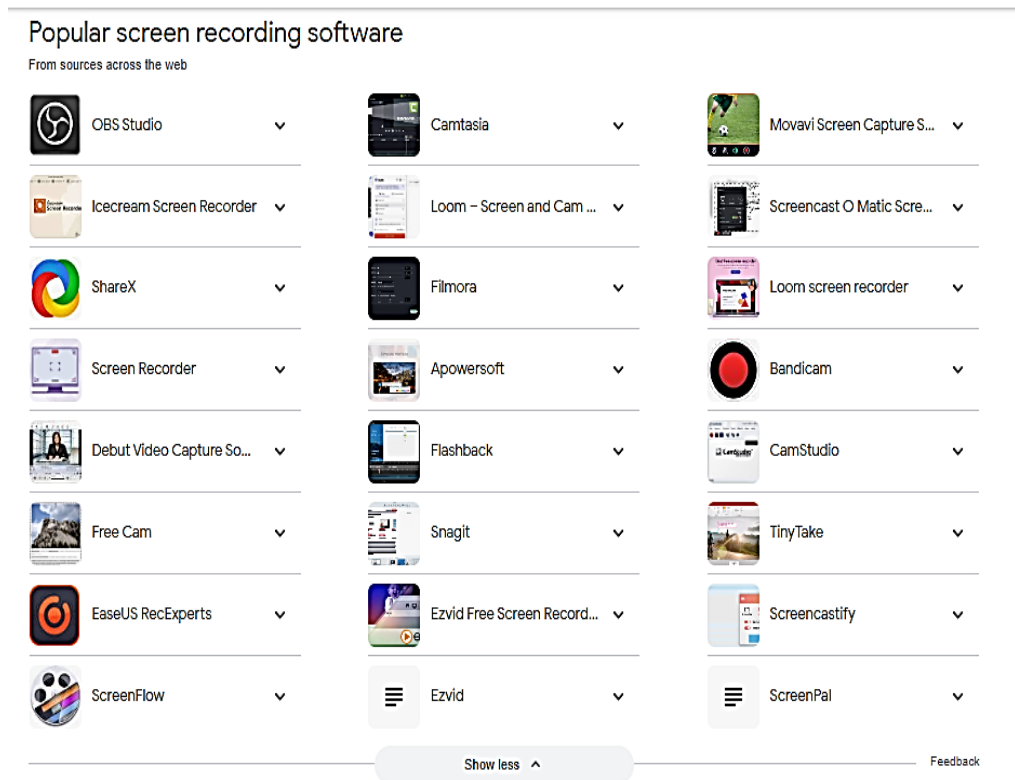


Fig. 5: Different examples of screen recording applications can be used for lecture recording in the scientific day.

Conclusion:

Scientific day or meeting is an important scientific activity in different departments of all universities. Good organization of it is mandatory to make it successful and efficient. Even if there is many organizing companies or groups for this purpose but this organization is mainly the responsibility of the department members, so the main steps for good organization should be well oriented by certain or all members of the department especially in higher scientific or management levels.

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