# How to give a lecture during the Science, Medicine and Engineering Days for upper secondary schools (NMT-days)

During the NMT Days 16-20 March 2020, we open up Lund University's northern campus area, and offer upper secondary school students the opportunity to attend popular science lectures in science, technology and health care. The event is very popular and is attended by an average of 6,000 pupils from over 80 schools. This is your chance to inspire upper secondary school students from all over Sweden by giving a popular science lecture. www.nmt.lu.se

#### Registration

Register your lecture here no later than 4 November: https://forms.gle/tF6CgPoFLHwCKTTA6 (Form in Swedish)

## **Booking a lecture hall**

If you do not have any particular preferences, we will select and book a lecture hall for you. We try as far as possible to assign a hall in the department where you work. Please let us know if you have any particular preferences.

### Check the timetable

After the registration deadline, we set the timetable for the week. The lectures are 45 minutes long and there are four possible time slots per day and per lecture hall. We adapt the total number of lectures and available places to the number of visitors we expect during the NMT Days. We also strive to achieve a good mix of subject fields.

<u>In December</u> you will get an e-mail with information about your lectures, enabling you to check whether your assigned times and lecture rooms suit you. Please contact us as soon as possible if we need to make any changes.

#### The schools book places from 4 February

Invitations to schools are sent out in early January. The schools then have the opportunity to book places as of 4 February. You will be able to see how many bookings have come in for your lecture. To access the booking system, go to <a href="www.nmt.lu.se">www.nmt.lu.se</a>. If you have fewer than 20 places booked by the deadline, we will contact you primarily to rebook your lecture to a smaller room.

## **During the NMT week**

You are responsible for keeping track of your timetable and venues during the week. If you are unable to give your lecture, please contact us as soon as possible. We will take care of informing your visitors and rebooking them to other lectures. Please arrive in good time for your lecture so that you can check the venue and make sure everything is working.

We assume that you have access to your own computer; sometimes there is one available in the lecture hall – check in advance or ask us. The lecture halls we select have a projector for Power Point presentations.

#### Contact

Do not hesitate to contact us with any questions. Throughout the NMT week, we can also be reached by telephone to provide any assistance necessary.

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