

The BIGSAS Colloquium – a Guide

The BIGSAS Colloquium is a special platform for the Junior Fellows to present their research projects. The format is an important opportunity to engage Junior and Senior Researchers in an interdisciplinary dialogue of mutual benefit. The colloquium takes place **twice per semester** with **three presentations per session**.

You may participate in the BIGSAS Colloquium at every stage of your doctorate. You may also attend more than once. The presentation can take place in English, French or German and your presentation appears within a 45-minute time frame, which will be divided into the following parts:

- 1.) Introduction provided by supervisor (3-5 minutes)
- 2.) Your presentation (up to a maximum of 20 minutes)
- 3.) Response by selected discussant (10 minutes)
- 4.) General discussion, questions, remarks, led by selected discussant (10 minutes).

We urge you to practice your presentation in order to comply with the time limit.

You are interested in presenting?

Please note the following steps:

1. Be on the lookout for the Call for Participation and/or check the BIGSAS website regularly.
2. Send your name, area of study, title of presentation, names of supervisor(s) and mentors to BIGSAS.
3. In case there are more applications than slots available, we will allocate slots to the Junior Fellows who are in their final study phase (according to latest IRTP) and have not presented at a BIGSAS Colloquium before.
4. Approximately six weeks prior to the colloquium (you will receive an email) you should hand in an abstract of your presentation as well as the name of your discussant (which may be another Junior Fellow, Alumna/us or Fellow in the Africa Multiple Cluster of Excellence).
5. A programme will be drafted with an order of presentation. 1-2 weeks prior to the colloquium the programme (and your abstract) will be send out to the BIGSAS mailing lists and announced on the BIGSAS website.

6. Make sure to send your manuscript/notes to your discussant at least one week prior to the colloquium in order for him/her to prepare for your session.
7. Three days prior to the colloquium you should send your presentation to BIGSAS. A scheduled online meeting (1-2 days before the colloquium) of all presenters takes place in order to clarify technical issues that may arise (this applies for online meetings only).
8. On the date of the colloquium: You should enter the (digital) seminar room 15 minutes (in case of Zoom) or 30 minutes (in case of physical presence) prior to the beginning to set up your presentation.

Frequently asked questions

What is my role as a presenter?

As a presenter you display a selected part of your doctoral research. Your presentation should not exceed a 20-minute time frame. To make sure of a lively discussion you could add some critical comments or questions at the beginning/end of your presentation. As soon as BIGSAS announces the next colloquium in which you want to participate you should contact your supervisor(s) to agree on your attendance. After you coordinated your attendance with your supervisor(s) you can sign up for a slot. Please be aware that you also select your own discussant. If the above mentioned is clarified please contact BIGSAS to submit your presentation information, abstract and presentation. To make sure that all eventualities are detected you are obligated to participate in a prior check, which takes place 1-2 days before the colloquium.

I just started my doctorate at BIGSAS last semester, can I present already?

Yes. You are welcome to present your research ideas and collected data which you would like to share and discuss with your colleagues.

I already presented at a BIGSAS Colloquium. Can I attend again?

Yes. You can present another aspect of your research. Please note: if there are more registrations than slots available, BIGSAS Junior Fellows, who have not participated in the past, will be prioritised.

What is the role of my discussant?

Your discussant will respond to your presentation. He or she receives your manuscript/notes at least one week before your presentation takes place (also do not forget to send your presentation to your discussant before the colloquium). Your discussant will provide new ideas, ask questions or give remarks. After his/her contribution the discussant will open a plenary discussion.

Can my supervisor(s) or mentor(s) be my discussant?

No. Your supervisor(s) or mentor(s) will only attend the colloquium and introduce you and your research. We recommend asking one of your colleagues or a Fellow of the Cluster.

My supervisor(s) cannot participate in the colloquium. What should I do?

If your supervisor is not able to attend you may participate in the next colloquium. Kindly inform BIGSAS accordingly and we will note your name down. In case you still wish to participate we urge you to contact your mentors regarding the introduction. Please let us know as soon as possible.

I am just interested in listening to the presentations. Is there anything I should prepare?

We encourage our Junior Fellows to read through the abstracts of the presentations and write down some questions. Questions contribute to a fruitful discussion and your colleagues will be thankful for your participation.