

Dear course participant!

Thanks a lot for your interest in our course! One of the seminar places is yours.

I am looking forward to working together with you for the two days! Please note that participation requires to be present each day – from start to end. If you are not able or willing to participate full time, please let us know in advance, so that we can potentially give your place to another person.

Please read [this seminar description](#), and prepare yourself:

- Please write down your most important **three learning goals / questions** that you want to be achieved or discussed until the end of our seminar.  
Be very clear and specific about this. Keep your notes and bring them to the seminar.
- To help me prepare and know about your goals please fill [this online questionnaire](#) **before 11.11.2022** (about 5 mins)

Bring the following to the seminar:

- A commented **outline** of your thesis (about 2 to 4 printed pages with headings and a few catchwords per chapter, what you are going to discuss there) – only, of course, if you are already able to produce one.
- Your current dissertation **to-do list** and your **time schedule** – if you cultivate these.
- An empty paper **notebook** for your notes.
- Please download and skim through the [course handout](#), already before the workshop - it will mainly serve you after our seminar.
- Please print [these print-outs](#) and have them accessible in the seminar.
- Please prepare to stay in energy:
  - Prepare good **snacks, fruits**, water, tea ready. You can have your snacks during the seminar. Just stay in good energy.
  - Lunch breaks start rather late – between ca. 12:45 and 13:30 – and last for about 1 hour. Please prepare for this. Additionally, there will be one 15 min. pause in the morning and one in the afternoon.
  - To stay in good physical energy, prepare a **high desk** – so that every once in a while you can participate standing instead of sitting (e.g. by putting a big cardboard box and a wooden board under your laptop).
- Prepare all necessary technology

We will use the [zoom](#) platform / [here](#) you can read about its EU GDPR compliance Essentials you need for participation

  - Zoom version 5.11.2 or higher required!! **needs to be checked before the seminar**

Please make sure you are using Zoom version 5.11.2 or higher, so that we can use some recent features for breakout sessions.

How to find out [which version you currently have](#). Here you [learn how to install the latest version](#).

- a place from where you can participate without being disturbed
- a computer with stable internet connection (ethernet cable preferred over wifi), more than 1.5 Mbits/s up and downstream. Click [here](#) for a speed test.
- audio speakers or headset
- microphone
- webcam (switched on, required, not optional)
- Further systems requirements for using zoom: [English](#) | [German](#)

If you use zoom for the first time, please [watch my 3 min video on how to connect](#) to our room and test your technology.

### **Your Zoom Login Information**

Zoom Login – please log in 10 mins early on day one

<https://us02web.zoom.us/j/83402014381?pwd=VE41TTJvU1lUbFR3T0pEOEdkVXd3UT09>

Meeting ID: 834 0201 4381

Passcode: 955334

Try to connect audio via computer. If necessary, you could also connect via phone:

+49 69 7104 9922 / +49 69 3807 9883 / +49 69 3807 9884 / +49 69 5050 0951

Note that participation requires to be present during the whole seminar.

I am looking forward to meeting you!

Best regards,  
Matthias

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Zeit- und Selbstmanagement  
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Führung  
Kommunikation