

## GENERAL

*Given the COVID-19 crisis, the FWO has decided to set up the Odysseus candidates interviews by means of an online format. The timeslot per candidate will consist of a maximum 10 minutes presentation, followed by an interactive discussion (20 minutes) with the panel members.*

The interviews are organized on the 25<sup>th</sup> and 26<sup>th</sup> of February 2021. Candidates having passed the preselection will receive a personal invitation in the beginning of February 2021. Your interview takes place at the date and time mentioned in the invitation mail.

The Odysseus jury typically consists of 12 to 13 members, all high-level international experts with a broad view on science in general. The names of the panel members will be made available on the [Odysseus website](#) after the entire evaluation process has been concluded.

## INTERVIEW FORMAT

The presentation and interview language is **English!**

The interview consists of 3 parts:

- a) Maximum 10 minute presentation by the candidate
- b) About 20 minutes interactive discussion with the expert panel
- c) Evaluation and scoring by the panel (without the candidate)

## PREPARATION OF THE INTERVIEW

### 1/ Administrative steps before the interview

*Mention your application file number and your panel (TYPE I or TYPE II) in all communication with the FWO.*

- Timely confirm your participation via [Odysseus@fwo.be](mailto:Odysseus@fwo.be) to the interview by replying to the invitation mail (before Friday 19<sup>th</sup> of February 2021). Confirm your e-mail address and phone number.
- If you decide to withdraw from the interview, please notify the FWO immediately!
- If you want to illustrate your talk by a presentation, send it as a PDF to [Odysseus@fwo.be](mailto:Odysseus@fwo.be) before [Monday 22<sup>nd</sup> of February 2021](#). Do not send extra slides for 'in case'.
- Update your FWO e-portal personal details before the interview
  - Make sure your contact details are up to date

### 2/ Technical preparation of the interview

On the 8<sup>th</sup> of February 2021, you will receive an e-mail from FWO with detailed instructions on how to register to the videoconference tool from [registration.interview@fwo.be](mailto:registration.interview@fwo.be). Please check your spam folder if you did not receive any message.

The panel's interview schedule may be somewhat advanced or delayed. Be ready from at least 10' before meeting time. If delays would be more than 15' passed the appointment time, and also if the schedule is running more than 10' ahead, FWO will notify you by mail or phone. You will be called via the Lifesize app by FWO when your specific timeslot (interview) can start. 'Accept' the incoming call to get access to the virtual meeting room.

Some final recommendations for a technically smooth interview:

- A **wired internet** connection may be more stable than Wi-Fi.
- In order to avoid acoustic feedback, you are advised to use a **headset** with microphone.
- **Test** microphone and camera before the interview.
- Have the interview in a quiet environment, provide a neutral background.
- During the interview do NOT mute your microphone, do NOT turn off your camera.
- During your presentation, FWO will share your slides (PDF) with the meeting participants. FWO will as such also handle the presentation during your talk and we ask the candidate to say 'next slide' to instruct the administration on the proceeding of slides. During the Q&A session, no extra slides can be shown.
- According to FWO's privacy policy, recording the interview is not allowed.

### 3/ Your defense

#### Your presentation

The interview starts with a **max. 10 minute** presentation. Can you tell the panel members, within the time span of 10 minutes sharp, what your research is about, why it is relevant and why you are the right person to do it? Furthermore briefly motivate why you want to proceed your research in Flanders.

Please be aware that you present your work to an interdisciplinary jury with a board expertise and not on-topic experts in your specific domain. We therefore advice you to make your presentation accessible to a broader audience.

Reflect on whether merely summarizing your written application would do the job. You may rather narrow down one or two key aspects of your research and of your viability as a researcher, highlight these aspects that would appeal the expert panel. Try to stand out!

You may of course – embedded in the presentation or perhaps later in answering the questions – take the opportunity to mention additional achievements and/or new insights into your project, obtained since submitting your application.

You may use a presentation (PDF file!) during your presentation, to be sent to [Odysseus@fwo.be](mailto:Odysseus@fwo.be) before Monday 22<sup>nd</sup> of February 2021. No specific presentation template is foreseen. Please keep the amount of slides to a minimum, supporting your presentation, e.g. as a graphical abstract. During your presentation, the FWO will display and share the slide with you and the panel members. Please say 'next slide' whenever you want the administration to proceed the slides.

You, as well as the panel members, will be able to see the shared slide as well as the 'mosaic' screen showing the other meeting participants, as two separate windows.

#### Interactive discussion

The presentation is followed by a discussion with the panel members (about 20 minutes), who will seek to assess your competence and the scientific value of your project. Questions asked may be specific as well as rather generic.

Get acquainted to the scoring descriptors as will be used by the evaluators. There is a [scoring grid](#) for the Odysseus jury TYPE I and TYPE II.

The experts may put you through the grill, so do not get discouraged as you are challenged with difficult or unexpected questions. Be prepared to a rather pleasant and encouraging debate as well as to a (gently) provoking scenario.

### **After the interview**

After you have left the digital meeting room, the interview is followed by a discussion between the experts, who will assign consensual scores to the evaluation criteria 'Competence of the odysseus applicant' and 'Scientific quality of the research project'.

All candidates will be informed as soon as a decision is made by the Board of Trustees (24<sup>th</sup> of March, 2021). The results will also be published on the FWO website and time of publication is announced through social media.

All candidates will receive more specific feedback on the decision shortly after that date.

**GOOD LUCK!**

*By taking part in this second round of the selections, candidates agree with the procedures as set out by FWO concerning the organisation of the interviews.*

*FWO takes all the necessary precautions to make sure the interviews will happen as planned and cannot be held responsible for any technical difficulties that may occur beyond her control and therefore a technical difficulty cannot be a reason to call into question the decision of FWO concerning your application.*