Seminar
Summer term 2015
Weiping Qu
Agenda

- Goals
- Regulation
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- Basic requirements
- Criteria for Grading
- General advice
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Goals

• **Read, understand, and explore** scientific literature independently
• **Give presentations** about your topic
• **Moderate** a scientific talk given by another student
• **Summarize** your research topic in a concise report
Regulation

- **Reading & understanding** phase
  - First meeting with tutor
- **Slides preparation** phase
- **Reviewing** phase
  - Tutor
  - Peer review (two roles: peer reviewer & student)
- **Presentation** phase
  - Presentation + discussion
  - Moderating other talk
- **Reporting** phase
Reading & understanding phase

- One month for reading and understanding
- Try to solve the questions by yourself
- Make a first appointment with your tutor to discuss the outline of your presentation by end of May 2015
- Show a solid understanding of the paper and concrete ideas (e.g. bullet point list)
- No need to have slides ready
- Better start right now!
Preparation phase

- One month for making slides
- Show advantages/weaknesses of the work in your slides
- If you are unsure about what to present, talk to your tutor!
- Send your No-left-TODO version of slides to and discuss them with your tutor and peer student by end of June 2015
Reviewing phase(tutor)

- Wait for professional feedback from your tutor on your slides by middle of July 2015
Peer review

- Peer-to-peer relationships are pre-defined by us
- Review and give feedback on your peer student`s slides regarding understanding by middle of July 2015
- Merge feedback from both your tutor and your peer reviewer in your slides as final version
- Send final version to your peer reviewer(moderator) before the seminar
Presentation phase

- Give a 45-min talk about your topic
- Slides have to be in English
- 15 min discussion to answer questions
Presentation Phase

- Moderating other talk

- Peer reviewer as moderator
- Introduce speaker
- Lead discussion phase
- Prepare a couple of own questions (as fallback)
Reporting phase

- Three weeks after your talk
- Submit a short report (not longer than 4 pages) about your topic
  - Motivation, problem, key issues, results
  - strengths and weaknesses
  - Your own conclusion
  - Not a copy of the paper!
- A latex template will be provided.
Schedule

- It is your responsibility to schedule the appointments with tutor.
- Apr 27th.2015:
  - Kick-off meeting
- May 29th. 2015:
  - first meeting with tutor
- June 29th. 2015:
  - No-left-TODO version of your slides
- July 10th 2015:
  - Give feedback on your peer student`s slides
  - Receive feedback from tutor/peer reviewer
  - submit final version of your slides to your tutor& moderator
- Seminar dates:
  - July 20th, 21st, 24th.
- Aug 14th:
  - Final 4-page report
Basic requirements

- Meet the deadlines!
- Don`t copy and paste
  - e.g. from your seminar paper, other papers, web blogs, online slides, etc.
- Attend all the talks!
  - reasons like illness, exams can be accepted for absence
- Get involved in the discussion
  - overall at least one question
Criteria for Grading

- Performance in talk
  - Presentation style & slide quality
  - Knowledge about the topic
  - Question handling
- Participation
  - Performance as peer reviewer (e.g. constructive feedback to your peer student) & moderator
  - Performance in others’ discussion phases (e.g. ask questions)
  - Participation in general (e.g. meetings, reading other papers)
- Written report
General Advice

- Don’t start late with your slides!
- Make good use of your tutor
  - Don’t hesitate to ask for general help & feedback
  - Try to solve specific, detailed issues by yourself
**Good practice -1**

*In your slides…*

- Cite papers correctly
- Clearly refer to sources of copied figures, quotes, equations, etc.
- Create your own slides!

- Use page number
- Use diagram animations instead of reading long sentences
- Use examples
Good practice - 2

While you are presenting...

- Do not read the slides, but tell a story
- Repeat what is important
  - try to make audience notice that you are telling something important
- Prepare many times before your talk
  - don’t expect others might understand you even if you don’t understand yourself
- Speak slowly, loudly and clearly
- Nervous is normal!
Thank you!