

# Seminar

Summer term 2015

Weiping Qu



AG Datenbanken und  
Informationssysteme



AG Heterogene  
Informationssysteme

# *Agenda*

- Goals
- Regulation
- Schedule
- Basic requirements
- Criteria for Grading
- General advice
- Good practice

# 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!***