Seminar

Winter term 2014/15
Weiping Qu

AG Datenbanken und Informationssysteme

AG Heterogene Informationssysteme

Agenda

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

Goals

We changed our focus!

- 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 November 2014
- 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 December 2014

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Reviewing phase(tutor)

- Wait for professional feedback from your tutor on your slides by middle of January 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 January 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) at least 2 weeks 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

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 repsonsibility to schedule the appointments with tutor.
- Oct 29.2014:
  - Kick-off meeting
- By end of Nov 30.2014:
  - first meeting with tutor
- By end of Dec 31.2014:
  - No-left-TODO version of your slides
- By middle of Jan 15.2015:
  - Give feedback on your peer student`s slides
  - Receive feedback from tutor/peer reviewer
- By Jan 26.2015:
  - submit final version of your slides to your tutor& moderator
- Seminar dates:
  - Feb 9th, 11th, 12th(morning), 13th(afternoon)

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   60%
  - Presentation style & slide quality
  - Knowledge about the topic
  - Question handling
- Participation   20%
  - 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   20%

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!