Department of Computer Science
Colloquium and Seminar Series
Fall 2017 (201730)

Coordinators: Daryl Hepting, Boting Yang, and Sandra Zilles (Chair)

Background: The Department of Computer Science runs a Colloquium and Seminar Series consisting of presentations and participation by:

- Fourth-year undergraduate students enrolled in the CS499 Honours Seminar course.
- M.Sc. and Ph.D. students enrolled in the CS900 Graduate Seminar course.
- Faculty members from the Department and visiting faculty members from other universities.

Honours students must complete two semesters of CS499. M.Sc. and Ph.D. students must complete two semesters of CS900 in each program. A student enrolled in CS499 or CS900 is required to make one presentation in the Seminar Series, to attend presentations made by other students in the Seminar Series according to the guidelines provided by the coordinators, and to attend all presentations given by faculty members and visiting faculty members in the Colloquium Series.

First Meeting: All students enrolled in CS499 and CS900 must attend the first meeting with the coordinators on **Wednesday, September 6th, 2017 at 2:30 PM in RI 208**.

Requirements: You must satisfy the following requirements by the specified deadlines. Failure to meet these deadlines may result in your presentation being cancelled, requiring you to complete your presentation in a subsequent semester.

Wednesday, September 6th	Attend the first meeting to meet with the coordinators.
Wednesday, September 20th	Submit the title and an abstract for your presentation. The abstract should provide a concise summary of the technical content of your presentation in 80-120 words (no more, no less). Correct spelling and grammar are required. The intended audience for the abstract is the other participants in the Colloquium and Seminar Series (it may be distributed campus-wide and/or off campus to interested parties). Your supervisor must approve your abstract before it can be submitted to the coordinators.
Each week check the presentation schedule	Attend all regularly scheduled presentations in the Colloquium and Seminar series according to the guidelines provided by the coordinators.

More than two weeks prior to your scheduled presentation date	Submit a copy of your proposed presentation to your Honours, M.Sc. or Ph.D. supervisor. Your supervisor will review your presentation and provide feedback so that revisions can be made. Your supervisor must approve your presentation before it can be submitted to the coordinators. Students without a supervisor submit the presentation to Dr. Zilles (zilles@cs.uregina.ca).
Two weeks prior to your scheduled presentation date	Submit a copy of your presentation to the appropriate coordinator. It will be reviewed and feedback will be provided within five weekdays of submission.
One week prior to your scheduled presentation date	Submit a revised copy of your presentation to the appropriate coordinator for final approval. This copy should take into consideration, and address, all of the coordinator's comments. The coordinator must approve your presentation before it can be delivered.
On your scheduled presentation date	Make your presentation.

Topics: Students will choose a topic for presentation subject to the following guidelines:

- **Honours students:** You should choose a topic in consultation with the Department's Undergraduate Coordinator (or with their approval, in consultation with some other faculty member in the Department that has agreed to act in this capacity). The proposed presentation should describe material beyond that covered in any course that you have previously taken. The presentation may take the form of a survey, a description of a system or implementation, or a presentation of original research results.

- **Graduate students (first presentation in their program):** You should choose a topic that allows familiarity with relevant research literature to be demonstrated. Research papers from a minimum of three research groups must be cited. The presentation may take the form of a survey of existing research work, or a presentation of a new idea with a comparison to existing work. You must submit photocopies of the title page and abstract for three research papers.

- **Graduate students (second presentation in their program):** You should choose a topic related to your own research. The presentation must include some original research ideas and results.

NOTE: The proposed presentation MUST be different from any of those given in other courses (i.e., recycled material is NOT allowed). However, with the approval of the coordinators, exceptions to this policy may be considered for presentations recently given, or soon to be given, at a relevant academic conference.

Presentation Format: On your scheduled presentation date, you will be briefly introduced by one of the coordinators. The floor will then be yours and you will be given 18 to 20 minutes (no more, no less) to make your presentation. The next 5 minutes will be devoted to discussion, where the audience will be given the opportunity to ask you

questions, and you will be given the opportunity to respond. To help facilitate the discussion, a group consisting of CS499 and CS900 students will be selected to ask questions following your presentation. Of course, other students and faculty members are also strongly encouraged to participate in the discussion. However, we do ask that all questions be held until the formal part of your presentation is complete.

Since the material that you are presenting will have been reviewed by both your supervisor and the coordinators, it is expected that this component of your presentation will be of high quality. However, if at any time during your presentation, it becomes clear to the coordinators that you are not prepared (e.g., you don't seem to know the material, you failed to adequately rehearse), your presentation will be stopped and the audience will be asked to leave. At this point, you, your supervisor, and the coordinators will discuss the remedial action required to address the problems with your presentation. Once these problems have been addressed to the satisfaction of your supervisor and the coordinators, your presentation will be re-scheduled. Whenever possible, it will be re-scheduled later in the Seminar Series of the current semester. If that is not possible, it will be scheduled in the Seminar Series of a subsequent semester.

Preparation Suggestions: Preparation for your presentation is entirely your responsibility. You may find some helpful material regarding the preparation of technical material from your supervisors. Some guidelines and suggestions are described below.

Your presentation should utilize the PC and data projector provided in RI 208 to display a series of PDF/PowerPoint (or equivalent) slides. If any other special equipment is required, please ensure that it is available on the date scheduled for your presentation and, prior to that date, check that it will work in RI 208.

When preparing your presentation, aim for 10-15 slides as a rough guideline. Of course, the number of slides is contingent upon the style of your presentation and the content on each slide. However, if you have fewer than 10 slides, or more than 15, you will likely have some problems satisfying the presentation length requirement. Also, use large font sizes and do not clutter your slides with too many points. Points should be clearly delineated, and the structure of your talk should be apparent by the heading and/or numbering scheme used. Use colour, whenever necessary or appropriate, to augment your presentation, but be sure to use colours that are easily differentiated when projected. Slides containing details that cannot be easily read by the audience are **NOT** acceptable.

The liberal use of pertinent diagrams, figures, and graphs is strongly encouraged. However, photocopying from research papers, textbooks, or other technical material is seldom appropriate. Be sure that pertinent details in your diagrams, figures, and graphs are obvious and easily read by the audience.

The method of presentation is important. For example, a blackboard lecture is **NOT** an acceptable substitute for a PDF/PowerPoint (or equivalent) presentation. It is okay if you need to provide additional details on the blackboard in response to a question from the audience or to clarify an important point. But if you find yourself making a blackboard lecture in parallel to your PDF/PowerPoint (or equivalent) presentation, it likely means that you needed additional content in your presentation.

The liberal use of examples is also strongly encouraged. When you introduce new terminology, provide a formal definition for a term, state a general condition/requirement, or state a theorem /axiom/principle/conjecture, it is often useful to provide an example, at an appropriate level of detail, describing the ideas in practical and concrete terms. Try to structure an example so that it builds upon previous examples by using the same base data/scenarios/context. In this way, the size, scope, and complexity of your examples increases as your audience becomes familiar with your material. But remember, most people in the audience will not have the same comfort with, or understanding of, your topic as you do. And our objective is not to baffle the audience, but to transmit some knowledge, even if for some it's just at the most fundamental or rudimentary level.

The walkthrough and discussion of an algorithm, without the support of a detailed example demonstrating its operation, is **NOT** acceptable. Consequently, you should not waste time during your presentation by walking through an algorithm line-by-line. If an algorithm merits discussion, you should plan on a general overview sufficient to describe the significant characteristics/nuances that make it unique/novel. The remainder of your discussion should then focus on a detailed example describing the operation of the algorithm as it is intended to be used in practice, again highlighting the significant characteristics/nuances, as required.

Finally, actually standing in front of an audience and knowing what to say is very different from going over your presentation in your mind while it is being prepared. You may want to try rehearsing your presentation for time, content, and clarity. This could reveal weaknesses in how the presentation flows, deficiencies in the details, or errors.

Attendance: The guidelines for attendance will be described at the first meeting. Please note that you must actually attend a presentation to receive credit. It is not sufficient to merely arrive at the end of a presentation and sign the attendance sheet.

Participation: At each Seminar Series presentation, a group consisting of CS499 and CS900 students will be appointed to a panel whose responsibility is to ask the speaker pertinent questions (i.e., questions that have potential to stimulate some scientific discussion) regarding the presentation. To assist the coordinators in keeping track of the questions asked by the panel members, a *Seminar Panel Question Sheet* form will be provided to each panel member and must be submitted to the coordinators at the end of the presentation. Please note that you must actually ask the question to receive credit. It is not sufficient to merely complete and submit the form.

Evaluation: Your mark will be determined based upon four components, as follows: 10% for the abstract, 20% for attendance, 20% for participation, and 50% for the presentation. Your attendance and participation will be recorded after each presentation on the *Seminar Evaluation Sheet*. Presentations will be evaluated on the basis of organization, content, style, and delivery, as described on the *Presentation Evaluation Sheet*. You must receive a mark of at least 70% on the presentation component in order to receive credit for CS499 or CS900. If you do not receive a mark of at least 70% on the presentation component, you will be given the opportunity to undertake remedial work that focuses on resolving the particular deficiencies in your presentation. The nature of the remedial work is at the discretion of the coordinators, but will include, at a minimum, revisions to your presentation to address the particular deficiencies and another short presentation to your supervisor and the coordinators at a later date, where these will be discussed. You must

also receive an overall average mark, based upon the four components, of at least 70% to receive credit for CS499 or CS900.

Note: Non-attendance and/or failure to submit required material by the specified dates does not constitute an official notice of withdrawal. In order to drop a course, you must complete the *Course Change* form, obtain the appropriate signatures from your supervisor/department head, and notify the registrar.

Presentation Evaluation Sheet

Student Name: _____ **Degree Sought:** _____

Title: _____

Organization

- Title Slide ☐
- Outline ☐
- Introduction ☐
- Background ☐
- Conclusion ☐
- Future Research ☐
- Slides Numbered ☐

Style

- Font Scheme ☐
- Colour Scheme ☐
- Short Points ☐
- Examples ☐
- Figures/Graphs ☐
- Spelling/Grammar ☐

Content

- Problem Statement ☐
- Motivating Example ☐
- Intuition Explained ☐
- Approach/Method ☐
- Results ☐
- Analysis ☐
- Novelty ☐

Delivery

- Adequately Rehearsed ☐
- Loudness ☐
- Clarity ☐
- Looked at Audience ☐
- Did Not Read ☐
- Speed:
  - Too Slow ☐
  - OK ☐
  - Too Fast ☐

Comments on Organization and Content

Comments on Style and Delivery

Seminar Panel Question Sheet

Student Name:_____ **Date:**_____

Speaker:_____

Title:_____

Question:_____

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Seminar Panel Question Sheet

Student Name:_____ **Date:**_____

Speaker:_____

Title:_____

Question:_____

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Seminar Panel Question Sheet

Student Name:_____ **Date:**_____

Speaker:_____

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Student Name:_____ **Date:**_____

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Seminar Panel Question Sheet

Student Name:_____ **Date:**_____

Speaker:_____

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Question:_____

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Seminar Panel Question Sheet

Student Name:_____ **Date:**_____

Speaker:_____

Title:_____

Question:_____

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