

# CINCO

Collaborative and interoperable computing



## Seminar instructions

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# Agenda

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- Introductions
  - State your name, something of your studies and background
- Alex Nortta: Introductory lecture
- Lea Kutvonen: Seminar process
- Alex Nortta: Topics
- General discussion on organisation
- Next steps



# Seminar process

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- Selection of topic
  - During the first week, preferably today
  - On material that is distributed
- Abstract / work plan
  - 1-2 pages, extended abstract
  - Refine title, outline, "research question", material to be used (may have excess available, may need to supplement to get the selected storyline covered depending on what is your audiences assumed background knowledge on the topic area)
  - Interaction with advisor required for preparation
  - Published for the whole group on week II
  - Expect feedback



# Seminar process

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- Paper

- 10-15 pages
- Follow scientific writing routines, good style, scientific argumentation, pay attention on motivation, structure of the text, evidence to support your arguments
- Published at latest 1 week before the presentation; others must read it before the presentation
- Do ask feedback before publishing, advisors available

- Presentation

- 60 minute talk + 20 minute discussion
- Pay attention on the structure of the presentation, note that verbal presentation works on different principles and needs than written presentation, make sure your main message(s) are clear, motivated and demonstrated / discussed in sufficient detail
- Do ask feedback on your slides and ask questions on presentation style if in doubt or worried



# Seminar process

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- Discussion

- Everyone participates
- Ask for clarification, analyse, make synthesis, seek for applications of the presented concepts, ponder about missing elements from the presented solutions (remember: it is not the presenter you criticize but some construct presented in literature you try to get a more complete understanding of)

- Feedback

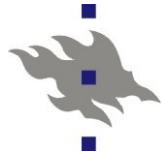
- Closing each session, there is a feedback moment
- Students write notes (may be anonymous) commenting on strengths of written and verbal presentation and suggesting ways of improving in future; the notes are handed directly to the presenter
- Advisors provide verbal feedback after the group has left (that is, leave the room when having completed your notes, ask for private discussion moments before the seminar session instead of after)



# Elements affecting the evaluation

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- Paper
  - Structure
  - Understanding of the key challenges and solution under discussion
  - Success of scientific writing method
  - Depth of discussion (descriptive, applying, analytic, synthetising, evaluating)
  - Timeliness
- Presentation
  - Clarity of the train of thought in the presentation
  - Structuring the talk and supporting it with slides (or other)
  - Presentation skills
- Discussion activity
  - Participation to the discussion regularly with constructive and helpful ideas



# Preparing slides

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- Cover with title and your name
- Outline page
- Introduction (fixed title)
- Small number of information moves (clarify the role of each element for the audience too)
- Conclusion (fixed title)
  
- Use large enough font
- Utilise graphics where appropriate
- Not too many slides, suitable balance between time spent on each slide; practice the talk sufficiently; do not read written text from paper



# Preparing paper

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- Cover page
- Outline
- Introduction
- A small number of information moves with clear roles
- Conclusion
- List of references
  
- See style guide at  
[http://www.cs.helsinki.fi/u/kurhila/tiki\\_s2005/latex/malli/engl\\_malli.pdf](http://www.cs.helsinki.fi/u/kurhila/tiki_s2005/latex/malli/engl_malli.pdf)
- Tools to support the style guide can be found at  
[http://www.cs.helsinki.fi/u/kurhila/tiki\\_k2007/coursedescription.html](http://www.cs.helsinki.fi/u/kurhila/tiki_k2007/coursedescription.html)