Guidelines for Project Presentation and Final Report

CS 410/510 Natural Language Processing, Fall 2021
Presentation on: Wednesday, 12/01/2021
Final Report due: Wednesday, 12/08/2021, 11:59pm

Each team will give a **4 minute presentation** followed by a discussion (worth 20% of your grade). You may prepare slides and/or include a demo. Using plenty of examples is a good idea. Broadly speaking, you should introduce the problem that you are trying to address, the motivation, your proposed approach, some key results, any challenges faced while doing this project and some possible ideas for future extensions. If possible, every team member must present at least one component. Please note that videos are recommended to be on. Given the limited time, try to make it as interesting as you can!

The final project report (worth 20% of your grade) should describe the full details of your project. You may continue adding to the midterm report that you had submitted earlier and you are encouraged to use the ACL templates[1].

1 Final Project Report (total 5-6 pages)

In this report, you will build upon your previous midterm project report and add in the remaining details such as your proposed methodology, experimental setup, results, conclusions and some avenues of future work. **If your project ultimately significantly evolved from what you had proposed in your first report, add a brief discussion about that. It's interesting to document this natural part of the research journey**. You should answer the following questions:

1. *Connecting the dots.* Describe the complete project more concretely and in a structured format starting with the Abstract, Introduction, Related Work, Methodology, Experiments, Conclusions, Future Directions and References.

2. *Results.* Describe your results. Include some baseline results, if applicable. Use charts and figures for summarizing the key takeaways. Contributions in CS come in many forms such as project reports, open-source code, interactive demos and many others. If you have any additional outcomes from this project, that would definitely be a plus!

3. *Interesting insights.* Every project gives you an opportunity to learn, but not every project works out the way you had originally envisioned, especially given the time (usually) or resource (increasingly) constraints. So, try to include a discussion around: what were the most interesting/helpful bits of this project? what did not work as expected? what would you have tried if you had five more weeks?

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[1]Overleaf https://www.overleaf.com/latex/templates/instructions-for-acl-ijcnlp-2021-proceedings/mhxffkjdwymb or Latex and Word templates https://2021.aclweb.org/downloads/acl-ijcnlp2021-templates.zip

4. *Ethical Considerations of your research project*[2]. In this section, you will try to think of some possible ethical implications that may arise while undertaking this type of research. As further reading, you may look at the following guide to writing impact statements[3]. For instance, it may be worth thinking about the following:

   - Has the data been collected in a careful, thoughtful manner? Does it represent a wide variety of participants or a small subgroup of people? Are there any limitations of the data, which might make the models trained using this data also, therefore, limited?

   - If your proposed model works as intended, who will benefit, and who might be excluded or harmed, and how?

   - What kinds of potential misuse might arise from this technology, and how could it be prevented?

   - If the modeling and experiments might involve lots of compute time and power, estimate the energy requirement of the experiments. You may explore Experiment Impact Tracker[4]. Alternatively, you could report proxy statistics regarding your computing platform and run times.

2 Submission and Grading

Please upload your Presentation and Final Report on D2L. In grading these presentations and reports, we will be looking at the following:

1. **Presentation**: clarity of presentation (5pt), quality of presentation (10pt), discussion (5pt).

2. **Report**: originality of project (3pt), methodology (3pt), analysis of results (3pt), interesting insights (3pt), ethical statement (3pt), future work (2pt), quality of report (3pt) and any other additional contributions (e.g., open-source code (e.g., github) or demo) (bonus 3pt).

As always, if you'd like to discuss any aspect of your report before submitting it, please come to the Office Hours or send the instructor an email with 2-3 time options for setting up an appointment.

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[2]Sourced from ACL's guidelines on ethical considerations `https://2021.aclweb.org/ethics/Ethics-FAQ/`
[3]`https://medium.com/@GovAI/a-guide-to-writing-the-neurips-impact-statement-4293b723f832`
[4]`https://github.com/Breakend/experiment-impact-tracker`