

# Project Stage 3: Oral Presentation and Handout

**Due date: in scheduled lab during Week 13 (2017-06-06, 2017-06-07, or 2017-06-08)**

*This task is worth 10% of your final assessment.*

## Project Stage 3

This assignment involves giving a technical presentation that uses **your project work as an example or case-study, to illustrate the potential impact of informatics techniques on some scholarly activity.** The audience is supposed to consist of research leaders, who are trying to decide whether or not to invest funds in hiring informatics support for their various projects. You also need to prepare a handout to accompany your presentation.

The assignment is marked out of 40 points, and converted to 10 marks contributing for your grade.

## Deliverables

The presentation is done in person, in class during one of your scheduled labs in week 13.

The handout is submitted through Turnitin, using the link on the eLearning site.

## Presentation Specifications

*Mechanics of the presentation:* The talk will be presented in one of the Lab sessions in Week 13. The tutor will decide on order of presentations among the class. As you may be called to present in either session, please make sure you are ready before the first session of the week. If you will only be able to attend on one of the sessions in week 13, please notify your tutor early.

**The talk should be 6 minutes long (this will be strictly enforced). You are encouraged (but not required) to bring a visual backdrop for your presentation (produced using LaTeX eg beamer, or Powerpoint) on a USB; this can be loaded onto the display machine in the lab at the start of the lab session. So please test your content in the lab machines, before the actual presentation.**

*Implied audience:* **You should present the talk for an audience of research leaders (professors, deans, etc) who each have a different project (or set of projects) that they need to drive to success, and they each have funds that support the research. The funds can be used in various ways: to buy equipment, hire staff, go on field trips, etc. On possible use for some of the money would be to hire research assistants who are skilled in informatics (programmers, data scientists, etc). Your goal in the talk should be to convey understanding of what informatics support can contribute to scholarly projects, so the leaders can make wise decisions about their budgets. You do not need to oversell the value of informatics, rather you want to help them make sensible choices by showing them the strengths and weakness of the informatics approach to supporting research.**

The presentation will be marked out of 30 points, according to the following scheme

- 10 points are for delivery (voice, stance and eye contact, time management, etc). A presentation that mostly avoids the blatant mistakes mentioned in class will get at least a pass. To get distinction score, the presentation should consistently engage the audience.

- 10 points are for content. Passing grade is given for any presentation that contains a reasonable amount of relevant material that the implied audience can understand. Distinction score represents a talk whose information content is well-chosen for the implied audience and duration, including topics they are likely to find valuable, and not including inappropriate or less significant material.
- 10 points are for the structure of the talk (how the total material is arranged, section separators, introduction and conclusion, etc). A presentation that assists the audience to realize the importance of some (genuinely important) point, and understand the overall flow of the talk, will get at least a pass. To get a distinction score, a talk should have a clear, consistent, and sensible structure that helps the audience benefit from the presentation.

## Handout Specifications

Often when giving a technical presentation at a conference, or a pitch to potential clients, you need to bring a handout that can be read at more leisure. For this assignment, you must submit a handout of **a single page**, which we suggest you create with a tool such as Microsoft Word or Latex. It should make sense as a written document independent of your presentation, and not just be a printout of your slides. It should have the same goals as the presentation. As well as the main content (similar to your talk), your handout must contain:

- A suitable title.
- Your name and SID (as author of the handout)

The handout is worth 10 points. A pass is awarded for appearing professional (within one page, having a layout that fits, not handwritten, etc), with the required content. A handout that is a valuable after-talk reference, contains appropriate figures/tables/diagrams, and has a layout that is clear to look at, will get at least distinction score.

## Academic Honesty

This assignment forms part of the assessment for INFO1903. As such, the work you submit must be your own (except where you explicitly acknowledge sources). Please make sure that you have understood the University's Academic Integrity expectations. By submitting work, you will be declaring that you are aware of the policy, that the work is your own, and that you understand that the University may reproduce the work and communicate it to others, in order to run similarity detection software. We urge that if you haven't yet done so, you complete AHEM1001, the online module on Academic Integrity that the University is offering.