

Administrative Instructions for

UNIX Workshop Dry Run

A. Date, Time and Venue

1. The dry run will be held at COM1 Programming Lab 1 from 1400 – 1545 hours on 21st July 2008.

B. Aims

2. The dry run is held with the following aims in mind:
 - To create opportunities for senior batches of SOC students to interact with the incoming freshmen in an academic environment
 - To introduce freshmen to an operating platform they will be using in SOC's course curriculum, namely CS1102
 - To introduce freshmen to SOC's IT facilities (printing, sending emails etc.)

C. Objectives

3. On completion, presenters will have:
 - A standardized presentation format
 - At least 45 presentation slides based on a 1-slide-per-minute estimate
 - Cleared doubts about uncertain materials in the presentation

D. Rehearsal Schedule

4. The current rehearsal plan is:

Timing	Event	Remarks
1400	Self-introduction and exchanging of contacts	Pairing of helpers to presenters
1410	Fine-tuning of workshop materials	Edit presentation slides
1445	Mock run of UNIX workshop	FOW Committee members and student helpers will simulate as students
1530	End of dry run and start of feedback session	Explanation of actual day program flow; allocation of

		presenters to labs
1545	End of program	

E. Preparation

5. Please do read up ahead on the presentation slides (filename: UNIX_workshop2008.ppt) as posted in the email. The slides are based on the 2007 UNIX workshop which Mr. Aaron Tan prepared. There may be slides considered unnecessary or requires editing, so running through the slides beforehand will help in cutting short the time needed to finalize the workshop materials
6. Bring along a thumb-drive to facilitate transfer of the edited soft copy workshop materials

F. Resources

7. Mr. Aaron Tan's website: <http://www.comp.nus.edu.sg/~tanc/compclub/>
8. SOC Computing facilities: <https://www.comp.nus.edu.sg/cf/>

G. Distribution

9. To CS1102 Teaching Assistants (presenters), FOW committee members and SOC student helpers