

Assignment 3 (50%)

Topic: Presenting your research to a community (35%) and peer reviewing (15%)

Marked by: Kalina Yacef and the tutors

Submission deadline: see below formalities and due dates, **starting 1 May**.

Preparation : Easychair set up (by 19 April – only takes 5 mins)

As part of this assignment, you will experience working with [Easychair](#), a widely used conference management system. You will upload your presentation and provide feedback to others through this system. You must first do these two setup steps:

1) [Create your account in Easychair](#) using your **University student email address**.

If you are not comfortable using your real name, please let me know by return email what name you are using. In all fields such as Organisation, address, postcode etc. use the University details (do not enter any private information).

2) Go to <https://easychair.org/conferences/?conf=info599349901> select "**Enter as an author**" and create a submission entry for your presentation.

At this stage only a tentative title is needed (3 keywords are required but will not be used so they do not matter). Ignore for now the file upload, you will upload your presentation file later. You can update everything, including the title, up to your presentation day.

Part 1: Presentation (35%) due Week 10 onwards (see schedule)

Task:

Deliver a 8mn oral presentation in your research proposal, including: **motivation** and **context**, **objectives (research questions)**, critical **literature review**, **research method**, **plan (with tasks and timetable)**.

Instructions:

Talks must be given at allocated timeslots: see Schedule in Canvas.

- Check that you are allotted a presentation time and 3 feedbacks
- **Presentations are 8 mins + 4 min for change over and questions.**
- Note that people scheduled in week 11-13 may be asked to present in week n-1 if someone is absent. This is also valid for feedback givers.
- **Report any scheduling issue to Kalina by Wednesday 26 April.**

PDF handout of slides must be uploaded in Easychair (see instructions in Canvas):

- by Monday 1pm the day of your presentation, if you present in week 10
- by Monday 1pm the week prior to your presentation, if you present week 11-13, in case someone is absent and you are asked to fill in. If not, you'll be able to update your slides later.

Your 1st slide must have the title of your presentation as you indicated in Easychair, your name, your supervisor's name, the degree you are enrolled in.

You may use the template provided in Canvas.

Assessment criteria:

Criteria	Marks
Content: quality and coverage of all required parts -Motivation and context -Research question(s) -Critical literature review -Research method -Plan, with tasks and timetable	12
Shows good understanding (e.g. clear, logical and persuasive presentation, questions answered well).	5
Time used well during the presentation: good pace, right level of detail given the time limit and audience. Presentation finishes on time.	5
Presentation appears to be well planned and rehearsed and runs smoothly.	5
The presentation engages the audience's interest, as appropriate to the delivery mode (in-person or zoom). The presenter does not simply read from the slides, has a good eye contact with audience (in-person), good tone of voice, good pace.	4
Appropriate fonts and colours used on slides. Slides are readable and not overcrowded. No excessive use of colour and animation.	4
Total:	35

Part 2: Feedback on other presentations (15%)

Task:

Each student will review 3 presentations from other students (as per schedule) and ask questions.

For each criterion above, rate the quality (as Outstanding, Excellent, Good or Not Good), and provide feedback comments to justify your rating. Your comments should be honest, useful and constructive. Imagine that the presenter is your best friend, practicing for a very important presentation, and they need your honest feedback on how the presentation went and how it can be improved. Note that your ratings will not affect their mark.

Instructions:

- You will be given access in EasyChair as a “**Reviewer**” to your 3 peer students’ presentation material and have access to a review form with questions.
- Enter your **review directly in EasyChair** (see instructions in Canvas): Do not send it to the lecturer or the student you are reviewing.
- Reviews are due no later than the Thursday following the presentation.

Assessment criteria: Max 5 pts per review (i.e. 15 in total).

Criteria	Marks
All rankings justified and justification matches ranking	1
Specific, useful and <u>insightful</u> (not trivial) feedback, including suggestions how things can be improved	2
Honest and balanced feedback (both strengths and weaknesses pointed out)	1
Discretion of the marker (which may include a good question you asked the presenter)	1
Total per review:	5

Note: If feedback is disrespectful in any way, or missing: the mark will be 0.

Part 3: Receive feedback on your presentation (this is not a marked part)

After your presentation and when all its reviews are in, you will receive your compiled feedback from 3 peers and the lecturer about your presentation.