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Paper Presentation Guidelines

Added by Triphol "Pao" Nilkuha (admin), last edited by Xie, Tao on Oct 22, 2015

Please visit the end of the syllabus page for requirements on the paper review report.

Please visit the presentation advice by Tao Xie.

For all students (who are presenting)

The student who will present a paper for a lecture doesn't need to write or submit a review report for that lecture (i.e., skipping one paper review report for that lecture).

Each paper's presentation and discussion will be allocated **17 minutes**. The TA and the instructor will strictly enforce the limit of 17 minutes per student.

Although the TA and the instructor don't enforce a student's breakdown of 17 minutes into paper overview and discussion, the student is suggested to limit the presentation of the paper overview with not more than 10 minutes within the 17-minute slot, to allow sufficient time for discussion.

During the student presentation, the deep-paper categorization table is encouraged (but not required) to be discussed/used besides the typical presentation slides.

Students are encouraged (but not required) to use the electronic pen in the classroom presentation desk.

For on-campus students (who are presenting)

- If you email a link to the draft slides (please send **NO** attachments but post the slides somewhere online, e.g., on U of I Box) to the instructor and/or the TA 48h or more before your presentation, we'll give you some feedback (please include slide numbers in the version that you send to us so we can easier refer to the slides). If you email us less than 48h before your presentation, we may have no time to give any feedback, and you're taking the risk of how the presentation will turn out. You're welcome to ask others for feedback. It's always good to practice your talk before giving it live.
- When a student from the class reviews the paper to be presented by you, the student will email his/her review report to the TA, cc you. If you have time after you get a student's review report, you can add some of these questions to your slides. If you have no time to modify the slides, at least look over the reports especially the questions in the reports, because you're likely to get similar questions during your presentation, and how you handle Q&A is a very important part of your presentation.
- During the presentation, **10** students will be asked to prepare feedback on your presentation and to commit to SVN by midnight on the presentation date. You'll receive a summary of this feedback in SVN: https://subversion.ews.illinois.edu/svn/fa15-cs527/$NetID/fb${date}-$Number.zip where $NetID is your NetID and $Number is 1 or 2.
- After the presentation, you should choose (at least) three reports as good/best (e.g., ask an interesting question for discussion, list points that show deep understanding, or provide notes that show additional insight in the topic) and choose (at least) three reports as bad/worst (e.g., ask a trivial question such as "the paper presents this for language L, but can it be done for language L'", show big misunderstanding of the paper, seems like they were written without reading the paper). Note that if the number of reports submitted by the class for the paper that you present is < 6, then the number of reports (either good/best or bad/worst) chosen by you shall be the same as the number of the reports submitted by the class. Please commit files good.txt and bad.txt with the NetIDs of the students in SVN (note: in your private directory https://subversion.ews.illinois.edu/svn/fa15-cs527/$NetID and NOT in your https://subversion.ews.illinois.edu/svn/fa15-cs527/_projects). These NetIDs should NOT include the students from your cs527 project team, to avoid any conflict of interest. These files are due in SVN by the deadline for the summary follow-up (see below, until the midnight three days after your presentation).
- On-campus students who will present in a lecture should upload their presentation slides to a web server of their choice before the lecture starting time, and then can use the classroom-presentation desktop to download the slides to the desktop for presentation before the lecture starting time.
- Last but not least, after an off-campus student posts the summary follow-up for your paper on Piazza, you have to join the discussion about the paper and post at least one note on the summary.

For on-campus students (who are <u>providing feedback</u>)

To improve the class participation among on-campus students, the TA will choose **10** students to provide comments on the presentation and announce the names of these chosen students in the beginning of the lecture.

- If you are chosen, you should commit your feedback in SVN in file fb<date>-<paperShortName>.txt, e.g., fb10-8-1.txt or fb10-10-2.txt, by **11:59:59pm** on the presentation date, and ideally right after the lecture if you already have your laptop with you. The feedback form for those who read the paper is in read-form.txt or https://subversion.ews.illinois.edu/svn/fa15-cs527/_shared/read-form.txt, and the feedback form who didn't read the paper is in did-not-read-form.txt or https://subversion.ews.illinois.edu/svn/fa15-cs527/_shared/did-not-read-form.txt

Implication to Grading:

Based on our syllabus and logistics slides, "Participation (reports and discussion) [15%]", we will allocate the 3% portion to class discussion and 12% portion for submitted paper reviews. Not providing feedback for a lecture (because you are not present when the announcement of chosen students is made or because you do not commit the "fb" file on time) will get 0 credit for the class discussion of the lecture. You can omit up to a total of two paper reports or providing feedback (either one each, or two of one and zero of the other) without any effect on your grade.

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For off-campus students (who are <u>presenting</u>)

- There are multiple options for an I2CS student to present and lead discussion:

>> Option 1: Record a video (with voice) for giving an overview of the paper and listing the questions for class discussion. Then the instructor or the TA helps play the video and coordinate the discussion. The student doesn't need to be present remotely at the same time of the lecture. The student needs to send over the URL of the video to the instructor and the TA for them to download before 11pm the night before (e.g., iBox can be used for sharing the video).

>> Option 2: Record an audio of for giving an overview of the paper and listing the questions for class discussion. Then the instructor or the TA helps play the audio and advance the slides accordingly, along with coordinating the discussion. Note that your audio shall give clear signal for advancing slides. The student doesn't need to be present remotely at the same time of the lecture. The student needs to send over the URL of the audio to the instructor and the TA for them to download before 11pm the night before (e.g., iBox can be used for sharing the audio).

>> Option 3: Use Skype to do remote participation for presenting the paper and lead the discussion during the lecture time. The student needs to send over the slides to the instructor and the TA for them before 11pm the night before so that the instructor and the TA can help advance the slides during the lecture time.

>> Option 4 (Less Desirable Option): Prepare slides including detailed presentation notes (included in the note section below a presented slide) for the instructor or the TA to present the slides on the student's behalf. Note that the slides need to include both an overview of the paper and the questions for class discussion.

- By noon of the lecture day, the I2CS students who present in the lecture should have sent their slides (email attachment or URL to the slides) to the TA (note that for some presentation options chosen by I2CS students, the slides should be sent to the instructor and the TA by 11pm the night before).

- When a student from the class reviews the paper to be presented by you, the student will email his/her review report to the TA, cc you. You'll prepare a summary follow-up to post on Piazza before midnight three days after the presentation (by 11:59:59pm Champaign time on Saturday/Monday for talks on Wednesday/Friday). The length will depend on the number of questions that you receive.

- You should choose (at least) three reports as good/best (e.g., ask an interesting question for discussion, list points that show deep understanding, or provide notes that show additional insight in the topic) and choose (at least) three reports as bad/worst (e.g., ask a trivial question such as "the paper presents this for language L, but can it be done for language L'", show big misunderstanding of the paper, seems like they were written without reading the paper). Note that if the number of reports submitted by the class for the paper that you present is < 6, then the number of reports (either good/best or bad/worst) chosen by you shall be the same as the number of the reports submitted by the class. Please commit files good${date}.txt and bad${date}.txt with the NetIDs of the students in SVN (note: in your private directory https://subversion.ews.illinois.edu/svn/fa15-cs527/$NetID and NOT in your https://subversion.ews.illinois.edu/svn/fa15-cs527/_projects). These NetIDs should NOT include the

students from your cs527 project team, to avoid any conflict of interest. These files are due in SVN by the deadline for the summary follow-up.

- Last but not least, you should actively join the discussion about the paper on Piazza.

No labels