

# Final Presentation Instructions

COMP 599, Fall 2016

## Dates

Presentation dates: Dec 12 and 13, 2016

## Overview

Your final oral examination will take the form of an oral presentation, worth 10% of your final grade. A schedule of the presentation schedule has been sent to your McGill e-mail address. **Please notify me immediately if you do not know when you are presenting.**

You are required to be present for the entire session to which you have been assigned. Your presentation must be 8 minutes long, with 2 minutes for questions. Your presentation must be self-contained and geared towards an audience which is informed about natural language processing in general, but not necessarily the specifics of your topic. In other words, your classmates are the ideal target audience for your presentation.

By default, I expect that you will use your laptop and give a slide-show presentation. A VGA connector to the projector will be provided. Since you will be using your own laptop, you may use any format that displays well, including PDF, PowerPoint, OpenOffice, etc. If desired and if it makes sense with your topic, you may also give a chalk talk without slides, but I expect the same level of preparation and polish. You are not expected to prepare handouts for distribution, but may do so at your discretion (expect there to be at least 13 audience members).

Here are the general elements that make up an oral presentation:

- Problem introduction and motivation
- Related work
- Novelty and contributions of the proposed work
- Model and/or theoretical framework
- Experiments
- Results
- Analysis
- Discussion and conclusions

You only have eight minutes, so you must apportion your time carefully. Not all of the above elements should be present in your talk to the same degree, and you do not have to present everything in the order described above. Think carefully from the perspective of your audience to decide how to structure your presentation in a way that is accessible and informative.

**You do not have to present everything that is in your report.** If there is too much material, omit some of the experiments/results or other details from the presentation, if it makes sense to do so.

If you have chosen to take an extension for your final project report, you may not have completed all of your experiments by the time of the project presentation. That is fine. However, I do expect that a substantial portion of your project to be complete, and that you have at least preliminary results to discuss. You can use the project presentation and question period to elicit suggestions for further experiments and discussions from me and your classmates. If you do not present any preliminary results or analyses in your presentation, your presentation mark will be negatively affected.

## Criteria

Your project will be graded on the following criteria:

- **Contribution.** It is clear what the novelty and contribution of the project is, and why this is an interesting topic to investigate.
- **Technical content.** The proposed method is described in sufficient detail to understand how it works, and why it is worthy of investigation. Results and discussions of the results are included.
- **Clarity.** The presentation is well structured and well presented.