

Organization of the CG Colloquium

28 March 2018

1. General Objective

Provide all CGV members, staff as well as graduate students, with a forum for communication, presentation and scientific discussion in the area of Computer Graphics at large.

2. Content

We can distinguish basically 4 types of presentations:

- a) **paper presentation and discussion, by MSc students attending the CG Seminar course (IN4310);**

Objectives

- for seminar students: see Seminar objectives – “learn how to present, evaluate and scientifically discuss.”
- for MSc/PhD students:
 - learn about literature and research maybe outside their own field
 - learn how to present and discuss scientific work
- for other CGV members:
 - evaluate students
 - learn about state-of-the-art work also in other fields

- b) **MSc presentations (midterm), by MSc students doing their MSc project with CGV –(at least one presentation during the Master project period)**

Objectives

- for presenting students:
 - learn how to present and discuss their own scientific work
 - get constructive feedback and scientific suggestions from others on their work
- for other CGV members:
 - know what is going on in the CGV group research-wise
 - provide feedback and possibly set up interesting collaborations

- c) **talks by PhD students and PostDocs**

Objectives

- e.g. rehearse (or repeat) some conference presentation of potential interest for all

- d) **talks by invited guests**

Objectives

- get to know research results by other scientific groups
- networking and possibly set up interesting collaborations

a) CG Seminar course (IN4310) presentations

The scheme for a typical seminar presentation is as follows:

duration (min)	Activity	Comments
18	MAIN TALK	- remind everybody to prepare to give feedback to the presenter, at the end
12	Q&A discussion (on the content)	- reviewer 1 and reviewer 2 kick off the discussion with (at least) one question each - first, let students ask questions; only after them (or if they have none...) staff can ask questions - if this discussion is really fruitful, the chair can extend it a bit (possibly reducing the subsequent feedback discussion)
5	feedback about the presentation	(see Sec. 5 below)
5	Scientist	presentation + discussion
5	Industrial	presentation + discussion
45	TOTAL	

The major change relative to the previous setup is that the two reviewers submit their review in advance to the talk, but do not present it live. Their assessment (for seminar course purposes) will be done offline, by the staff member who supervises the presenter of that talk. The goal is that the reviewers learn to be critical (in writing) and that they also practice that in a scientific discussion (orally).

b) MSc project (midterm) presentations

A (midterm) Master presentation aims at giving a notion of the progress made in that project, including: concise problem description, main challenges faced so far, what has (not) worked to solve them, and roadmap ahead to finalize the project.

The talk duration (per speaker) should be aimed at around 30-40 minutes, incl. discussion. Similarly to the seminar presentations (a) above, this discussion will consist of both a Q&A discussion (on the content) and a feedback part on the presentation skills. For the latter, both fellow students and staff are encouraged to give their feedback (see Sec. 5 below).

We maintain a circular list of MSc students that indicates when is their turn to present. New MSc students get appended at the 'current end' of the list (i.e., right after the last presenter), which gives them time to make some progress in the project before their turn. Depending on the duration of their project, their turn will possibly come up again. In case of illness or other impediments, exceptions can be made.

c) talks by PhD students and PostDocs

These talks can be given by any CGV member, typically presenting some work that has been (more or less recently) wrapped up. Examples of these are: rehearsing a presentation on a paper accepted for an upcoming conference, or introducing one's research work on some previous project/job. However, we already use the VisuLunch for these purposes, so this option should only be used when really needed.

The talk duration is more flexible, but should be aimed at around 20-25 minutes, possibly incl. discussion and feedback on the presentation (of course, in case of a rehearsal, one should abide by the conference talk duration).

d) talks by invited guests

These talks are naturally very flexible, both in subject and duration, depending on the kind of guests and their areas. They can serve, for example, to introduce some research area that we do not typically cover in our group, or to enlarge horizons of the audience.

Guest speakers for these should be actively sought within the research network of each CGV staff members (as a goal, on average, one guest per staff member per year). Of course, one possibility is to make opportunistic use of an interesting (research or industry) guest, visiting the country/Europe (e.g. for a conference, a PhD defense, etc.).

3. Planning

The CG colloquium takes place every other week, and has a duration of up to 2 hours (exceptions to this can be occasionally made, e.g. around SIGGRAPH deadlines, holidays, etc.). In principle, a colloquium session can fit two talks.

The yearly plan follows this basic scheme:

- in Q1 and Q2, most presentations will be of type a) above, with possibly some presentations of type b), when required by MSc project timing, or of types c) or d), when convenient;
- in Q3 and Q4, most IN4310 seminar students will be done, so most presentations will be of types b) through d) above.

The coordinator of the CG Seminar course (IN4310) is in charge of maintaining the schedule of all speakers in the CG colloquium throughout the whole year.

4. Attendance

The following target groups are expected to attend the CG colloquium;

- a) all CGV members (staff, PostDoc, PhD);
- b) (in Q1 and Q2) all MSc students attending the CG Seminar course (IN4310);
- c) all MSc students doing their MSc project with CGV (regardless of whether their project is internal or elsewhere in a company, or whether they have already given their midterm presentation or not).

In addition, the CG colloquium is open to anyone interested in the respective presentations. It is the responsibility of staff members to contact the MSc/PhD students under their supervision whenever these do not show up for the colloquium without prior notice.

5. Feedback about the presentation

We all agree that it is important to give feedback to those presenting at the CG colloquium, and that doing that should not negatively impact the duration of the session. Therefore, we decide to always insert, at the end of the usual Q&A discussion after each presentation of type a) through c), a short session (max. 5 min) in which everyone can give feedback to the speaker, with regarding to their presentation (message structure, material, communication skills, etc.). Naturally, this should be always done constructively, giving concrete suggestions for improvement and with respect. The clear goal has to be always helping each other to improve their communication skills.

In order to make this feedback effective, we should strive to create a positive ambiance of trust among all participants. Ideally, any student would frankly give their suggestions in a simple manner, but experience learns that there are often strong cultural barriers for them to

offer that to a colleague. This proactive tone can be strongly promoted, to a great extent, by the staff members' example, when they give their feedback.

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