Proseminar

Hints for the presentation and report

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General

• Attendance obligatory
• Aim: practice presenting and report writing
• Take part in discussion!
• Grading: 50% talk, 25% report, 25% discussion
Preparation

• *Starting* material provided by supervisor
• Research additional material
• In case of questions consult supervisor
• Discuss content / focus and slides with supervisor (2 weeks before talk)
• Go beyond the obvious
Textbook / paper reading

- First get general idea / take-home lesson
- Understand Methods and Validation
- Look for open questions
- Follow references
Talk

• Duration: 30 minutes
• Story-line
• Talk slowly and clearly
• Address the audience
• Rehearse!
Slides

• Avoid too much text; Font size >18 pt
• All key points should appear on the slides
• Do not animate (too much)
• Include slide numbers
• Use examples to illustrate complex matter
• Cite your sources
• Graphics should have:
  – Title
  – Axis definitions
  – Sources
## Talk feedback

<table>
<thead>
<tr>
<th>Topic weighting</th>
<th>Good ratio between main and side topics</th>
<th></th>
<th>Ratio imbalanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structure</td>
<td>Clear, precise, comprehensible, easy to understand with a clear structure</td>
<td></td>
<td>Incomprehensible, confusing and chaotic</td>
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<tr>
<td>Rhetoric</td>
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<tr>
<td>Language</td>
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<tr>
<td>Speed</td>
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<tr>
<td>Slides</td>
<td>Clear, good layout and design, no typos</td>
<td></td>
<td>Chaotic, too many animations, typos</td>
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<tr>
<td>Visualization</td>
<td>Meaningful figures, clear captions / axis description, clear tables</td>
<td></td>
<td>Too much information, meaningless figures or/and tables, too few figures/table</td>
</tr>
<tr>
<td>Creativity</td>
<td>Special ideas, creative way of describing content, use of punch line</td>
<td></td>
<td>Obvious, without fantasy, boring</td>
</tr>
</tbody>
</table>
Report

- Write in Latex or MS Word
- Use “Bioinformatics” journal format (defines font, citation style, etc.)
- Length: 5 pages
- Write full sentences
- Use spell checking
- Include figure legends
- Give references
- Avoid passive voice
- Avoid complex sentences