



Seminar Guidelines

1 Content

The purpose of this seminar is to become acquainted with scientific topics from visual computing. Other (introductory) lectures are not a prerequisite for this seminar but are recommended.

2 Procedure

2.1 Assignment of Topics

After presentation of the topics during the preliminary discussion, the topics are assigned according to the preferences indicated in a doodle survey.

2.2 Preparation

The preparation for the presentation basically consists of reading and understanding the assigned paper(s) and researching further related work, which should be subsumed and brought into context. It is *strongly recommended* to contact the advisor before the presentation to discuss the presentation beforehand. Also, it is recommended to contact the advisor early on in case of questions regarding the scientific content.

2.3 Presentation

The duration of the presentation should not exceed 25 minutes for a seminar and 20 minutes for a proseminar, followed by a discussion in the range of 5–10 minutes. The presentation should preferably make use of slides, e.g., using PowerPoint. The final presentation material (in PowerPoint or PDF format) has to be sent to the advisor and organizers of the seminar before the presentation by email.

2.4 Written Report

- 15–20 single-column pages using 12pt font (or equivalent in double-column format) for the seminar, or 10–15 respective pages for the proseminar
- Contact advisor before handing in final version.
- Final version has to be submitted by email to the advisor and organizers of the seminar.

2.5 Grading

Considered criteria:

- Slides
- Presentation structure
- Presentation style (Could the topic be understood from the presentation?)
- Understanding (Technical soundness, correctness of replies)
- Effort, diligence
- Adherence to time limit

2.6 Attendance

Attendance is compulsory and will be checked using an attendance list.

3 Additional Comments for the Presentation

3.1 Presentation Structure

A scientific presentation typically includes the following sections:

1. Introduction:
Should include an introduction to the topic and bring it into context with previous work.
2. Motivation and Contribution:
Why was the presented work needed, what problems were solved (what did it contribute)?
3. Detailed presentation of the work
4. Results:
Preferably include results from other sources and provide a comparison with those from related work.
5. Conclusion and assessment:
What do you think about the work, what are its pros and cons?

3.2 Slides

- Typically 1–2 minutes needed per slide
- Avoid long text on slides. Rather use key words and figures.
- Assure sufficient contrast (considering that projectors typically provide image quality inferior to other displays).
- Font size should not fall below 18pt. Prefer sans-serif fonts.
- Make sure that there is not too much information per slide. Five to seven key words are recommended.
- In general, do not present content that you do not discuss.

3.3 Preparation of the Presentation

It is strongly recommended to discuss the slides with the advisor before the presentation. Practice it at least two times throughout. This also provides an estimate for the time that is needed. Consider what to say and at which level of detail. Practice difficult formulations and transitions. To assure good transitions, it is recommended to learn by heart the content of the slides, i.e., to know what will appear on the next slide before you switch to it. It is not recommended to memorize the presentation word by word or to read it off.