Overview

- Seminar requirements
- Ethos
- Picking a topic/focus
- Feedback form
Seminars (MECH 595/695)

• Presented by MASc & PhD students
  • MASc students X 1
  • PhD students X 2
• Some external speakers from time-to-time
• Required to attend 6 seminars per term
  • MEng & MASc
    • For the first 2 years, or to a total of 36 seminars
  • PhD
    • For the first 3 years, or to a total of 54 seminars
• Sign-in indicates actual attendance at course
• Email announcements are sent out weekly
Ethos of graduate seminars

• Presenters
  • Opportunity to *practise* presentations
  • *Focus* research ideas & pitch
  • *Communicate* with more general audience
  • Receive *feedback*

• Audience
  • *Learn* outside core research area
    • E.g. alternative analysis methods
  • *Observe* effective & ineffective practices
  • *Support* fellow students
Choice of two fundamental foci of talk

• Pick one of two key takeaway messages
  1. Key research idea/result
     • Impact
     • Why useful to world/other researchers
  2. Key analysis/experimental method
     • Uniqueness/capabilities/etc.
     • Translation to other areas

• Either way
  • Deliver to entire Mechanical Engineer audience
  • Ensure detail doesn’t obscure key message(s)

• Unique presentation
  • Not just conference or thesis trial run
Feedback form used to help refine presenter techniques

• Mechanics
  • Make sure to write down presenter name
  • Fill out during question time
  • Hand-in at end

• Hand-back path
  • Student -> Supervisor -> Graduate advisor

• Provide constructive feedback
  • Anonymous feedback
    • Not to be nasty
    • To be able to be honest with friends
Seminar will be run like a conference with a competent chair

- **Time limitation**
  - 15 minutes talk
    - Chair will give 1 or 2 minute warning
    - Cut-off speaker regardless of place in talk
  - Practice timing
    - Avg. rule 2 minutes/slide but varies greatly
- **10 minutes Q&A**
  - Do include back-up slides
  - Number slides to reference questions
- **Structure talk to deliver a message**
  - Not just ramble through intro, methods, results
Feedback form has room for two presenters

Graduate Research Seminar Feedback Card

Name of Presenter #1:

What was the seminar’s key takeaway message(s)?

<table>
<thead>
<tr>
<th>Circle your rating for each criteria</th>
<th>Atrocious</th>
<th>Average</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Delivery of key message(s)?</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>• Clarity of oral delivery &amp; body language</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>• Ability to captivate audience attention</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>• Accessible conveyance of technical detail</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>• Text content of slides</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>• Image/video content of slides</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>• Overall effectiveness of slide design</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

Other comments/suggestions
Feedback form explanations: Key takeaway message

• Write down what you understood to be the key message(s) of the talk
  • Did the audience understand the key message
  • Lost in detail?
  • Distill down to core idea(s)
  • Communication of ideas not messy details
    • Left for Q&A or other followup
• Strive to achieve impact on audience
Feedback form explanations:

Feedback points graded on a scale

• 1 Atrocious
  • Totally failed to achieve point
• 3 Average
  • Effective, but nothing out of the ordinary
• 5 Excellent
  • Stand-out/stellar performance
Feedback form explanations: Feedback points

• Delivery of key message(s)?
  • Do you think what you understood the key message to be get across to the audience in general?
• Clarity of oral delivery & body language
  • E.g. speaking clearly, eye contact, gesturing
• Ability to captivate audience attention
  • E.g. dynamic speaking, engaging topic
• Accessible conveyance of technical detail
  • E.g. not buried in equations
  • Clear where detail lies
  • Important areas identified
Feedback form explanations: Feedback points

- **Text content of slides**
  - E.g. Spelling/grammar, point form vs. paragraphs
  - Style of headings, talk overview
- **Image/video content of slides**
  - Clear & legible on overhead
  - Good limited choice from many to show key result
- **Overall effectiveness of slide design**
  - Uniform theme/formatting
  - Color choice
  - Presentation order/tied together
  - Aid to oral presenter