Economics & Computation

First meeting

15 April 2014
Plan for Today

• Round of introduction
• Scheduling of talks
• Tasks
  ▶ As a regular attendant
  ▶ As a speaker
  ▶ As a session chair
• Providing/receiving feedback
• Grading
Round of introduction

• Get together in groups of three (with people you do not yet know)
• Briefly introduce yourself to your partners (~1-2 mins each)
• One of your partners then introduces you to the whole group
• Please make sure you include:
  ‣ Name, field of study, semester, BSc/MSc
  ‣ An object or activity that starts with the same letter as your first name (needs to be mimed; group to guess)
  ‣ Your expectations towards the seminar
Schedule

- First presentation
  - Talk (max 45 min)
  - Feedback (5-10 min)
  - Discussions (10-20 min)
- Break
- Second presentation
  - Talk
  - Feedback
  - Discussions
## Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>ID</th>
<th>Speaker</th>
<th>Chair</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>May 13</td>
<td>14.00 - 17.00</td>
<td>1</td>
<td>Manuel</td>
<td>Martin</td>
<td>01.10.011</td>
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<td></td>
<td></td>
<td>2</td>
<td>Christopher</td>
<td>Stefan</td>
<td></td>
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<tr>
<td>May 20</td>
<td>14.00 - 17.00</td>
<td>3</td>
<td>Orest</td>
<td>Claudia</td>
<td>01.12.035</td>
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<td>4</td>
<td>Valentin</td>
<td>Vedat</td>
<td></td>
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<tr>
<td>May 23</td>
<td>14.00 - 17.00</td>
<td>5</td>
<td>Matthias</td>
<td>Manuel</td>
<td>01.12.035</td>
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<td>6</td>
<td>Stefan</td>
<td>Sebastian</td>
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<tr>
<td>May 27</td>
<td>14.00 - 17.00</td>
<td>7</td>
<td>Vedat</td>
<td>Orest</td>
<td>01.10.011</td>
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<td></td>
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<td>8</td>
<td>Martin</td>
<td>Christopher</td>
<td></td>
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<tr>
<td>June 3</td>
<td>14.00 - 17.00</td>
<td>9</td>
<td>Claudia</td>
<td>Matthias</td>
<td>01.10.011</td>
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<td>10</td>
<td>Sebastian</td>
<td>Valentin</td>
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Tasks as a regular attendant

• Before talk
  ‣ Read paper and handout
  ‣ Email questions/comments to the session chair
    - Deadline: two days before talk

• After talk
  ‣ Give feedback
  ‣ Participate in discussion
  ‣ 1-minute exercise (take aways)
Tasks as a speaker

• Before talk
  ‣ Discuss outline with supervisor (~2-3 weeks before talk; schedule time by email to avoid disappointment)
  ‣ Prepare presentation and handout
  ‣ Practice presentation
  ‣ Email handout (goal: help participants understand the topic) to all participants (incl. Florian and Christian)
    - Deadline: one week before talk

• During talk
  ‣ Ask at least one question and give the audience some time (~1-2 min) to think about/discuss it

• After talk
  ‣ Answer questions of the audience (possibly also during talk)
  ‣ Participate in discussion
Tasks as a session chair

• Before talk
  ‣ Consolidate and structure/group questions
    - One (!) list; but include names of authors (for each question)
    - Email list to speaker, Florian, and Christian at least one day before the talk
  ‣ Introduce speaker (short)

• During talk
  ‣ Keep track of time

• After talk
  ‣ Ask audience for feedback
    - Take feedback notes for the speaker
  ‣ Actively lead discussion
    - Use consolidated questions if appropriate
  ‣ Facilitate 1-minute exercise
Deadlines (reminder)

- 2-3 weeks before (speaker): discuss outline with supervisor
- 1 week before (speaker): email handout to everyone
- 2 days before (everyone): email questions/comments to the session chair
- 1 day before (chair): email consolidated (!) questions to speaker, Florian, and Christian
Providing/receiving feedback

- We can learn much through feedback from others
  - Understand it as a gift
  - No feedback => no improvement

- Unfortunately, neither giving nor receiving feedback is easy

- Feedback “rules” can help us (see course homepage for details)
  - Stay “on the right track”
  - Tell us what to look out for

<table>
<thead>
<tr>
<th>Providing</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
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<tbody>
<tr>
<td></td>
<td>State observations</td>
<td>Explain impressions/feelings</td>
<td>Check for understanding</td>
<td>Make suggestions</td>
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<tr>
<td>Receiving</td>
<td>Listen!</td>
<td>Listen!</td>
<td>Ask clarifying (!) questions</td>
<td>Listen / thank / discuss further</td>
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- Giving the difficulty: Step 0 - **Think**
Grading

- Talk (~50%)
  - Choice of material
  - Handout
  - Presentation
  - Coping with questions
- Performance in discussions (~35%)
  - Quality
  - Frequency
- Performance as a session chair (~15%)
Questions?

See you on May 13!