2016 Computing and Communication Systems Course
Instructions on Rinko (Master / Doctor)

Kyomu Tanto（教務担当）： Yoshimasa Tsuruoka

(1) All students are required to give presentations and join discussions at Rinko sessions.
- ・ You should consult your supervisor when you decide the theme and the title of your presentation.
- ・ For a Survey Presentation（調査発表）, you conduct a survey of some research topic or field and give a presentation on it.
- ・ For a Progress Presentation（成果発表）, you give a progress report on your research.
- ・ Doctor course students are required to chair a session and try to make it an active one. (they should ask questions when there is no question from the audience)

(2) Types of Presentations
- ・ M1: Survey Presentation (once) and Progress Presentation (once)
- ・ M2: Progress Presentation at Poster Rinko
  [around the end of July (the students who are admitted in April) or January (those admitted in Autumn)]
- ・ D1: Survey Presentation (once) and Progress Presentation (once)
- ・ D2: Survey Presentation (once) and Progress Presentation at Poster Rinko
  [around the end of January (those admitted in April) or July (those admitted in Autumn)]
- ・ D3: Survey Presentation (once)
  [winter semester (those admitted in April) or summer semester (those admitted in Autumn)]

Either of the following styles can be chosen:
- ✧ Survey Presentation (do a survey of a research field that is different from your own and give a presentation reflecting your expertise and perspectives)
- ✧ Research philosophy, ways of thinking, methodologies, etc.

* You should bring your own PCs to give a presentation.

(3) Time: 10: 25 - 12:10 on every Friday
- ・ A session normally consists of three presentations. The duration for each presentation is 33 minutes (25 minutes for the talk)
- ・ The time required for set-up is included in the 33-minute period. Be prepared to be able to connect your PC to the projector quickly.

(4) Evaluation by chairs (only applicable to presentations by master course students)
- ・ The chair submits a "Presentation Rating Table" after the presentation.
- ・ The rating tables may affect the grades of the presentations.

(5) Venues: Three (or two) sessions are held in parallel at different rooms
- ・ Check the Cybozu page (https://www.ee.t.u-tokyo.ac.jp/cgi-bin/cb6/ag.cgi) for the presentation titles and attend one of the sessions held on the day. You are not allowed to move from one session to another during a day.
  http://www.ee.t.u-tokyo.ac.jp/~eejim/graduate_school.html （電気系事務室 HP）

  <S1, S2 (Summer semester)>
    Session A: 電気系会議室５（Room 101B1）on the 10th floor of Faculty of Engineering Building 2
    Session B: ２１２号講義室 on the first floor of Faculty of Engineering Building 2
    Session C: 電気系会議室１ＡＢ on the 3rd floor of Faculty of Engineering Building 2

  <A1, A2 (Winter semester)>
    Session A: 電気系会議室５（Room 101B1）on the 10th floor of Faculty of Engineering Building 2
    Session B: 電気系会議室 4（Room 121B1）on the 12th floor of Faculty of Engineering Building 2
    Session C: 電気系会議室１ＡＢ on the 3rd floor of Faculty of Engineering Building 2

(6) Credits:
- ・ The grade of the Rinko is determined by the quality of the presentation and the attendance rate (an attendance rate of 60% is required for the credit). Note that

your graduation will be postponed for half a year if your attendance rate is not sufficient or if you fail to give a presentation.

- For the students who were admitted in or before the H23 fiscal year, an attendance rate of 60% (to all the Rinko sessions during their master/doctor course) is required for the credit.
- For the students who were admitted in or after the H24 fiscal year, an attendance rate of 60% in each year (summer semester + winter semester) is required for the credit for each year.
- Cheating an attendance record is strictly prohibited. (All of the credits in a semester could be removed)
- You can also obtain an attendance record by attending a Rinko session of either Computing and Communication Systems Course, Electrical and Electronic Engineering Course (電気電子工学コース), or Information and Communication Engineering (電子情報学専攻), if a Rinko session of Computing and Communication Systems Course (融合情報コース) is held on the same day.
- Being 5 minutes late will be considered as an absence. Still, your report (出席調査用紙) could be taken into account in grading. When you come late due to train delay, an attendance record is granted if you submit both a report and a certificate of the delay issued by the railway company. You should receive a report form from a professor in charge of the session and write your comments on the presentations (by reading the resumes for those you could not attend). Your report and the certificate of the delay must be submitted to the department office on the day.
- Your required number of attendances for the credit could be reduced when you are unable to attend Rinko due to some unavoidable reason such as giving a presentation at a scientific conference. In such a case, contact Kyomu Tanto (ccs-kyomu@ee.t.u-tokyo.ac.jp) in advance through your supervisor.

(7) Submitting the title of the presentation:
- Both Japanese and English titles are required.
- Register your title on Cybozu by the deadline given below (note that the title of a Poster presentation needs to be sent to the department office via email). First, log in to Cybozu (https://www.ee.t.u-tokyo.ac.jp/cgi-bin/cb6/ag.cgi) and click the "輪講" icon. Click the icon corresponding to your session and register your information. (More details are given at the end of this document) A penalty of one absence is imposed if you have missed the deadline. The title could be changed after the submission if absolutely necessary (consult your

supervisor and update the information registered on Cybozu).

- Deadlines

  <S1, S2 (Summer semester)>

    3pm on 22 April 2016 (presentations scheduled on or before 27 May 2016)

    3pm on 20 May 2016 (presentations scheduled on or after 3 June 2016)

  <A1, A2 (Winter semester)>

    3pm on 21 Oct. 2016 (presentations scheduled on or after 4 Nov. 2016)

(8) Schedule (tentative):

- Presentations must be given in either Japanese or English.
- S1, S2 (Summer semester)

  D3 Survey (those admitted in Autumn)→D2 Survey →D1 Progress (those admitted in Autumn) →M1 Progress (those admitted in Autumn) →D1 Survey →M1 Survey

- A1, A2 (Winter semester)

  D3 Survey →D2 Survey (those admitted in Autumn) →D1 Progress →M1 Progress → D1 Survey (those admitted in Autumn) → M1 Survey (those admitted in Autumn)

- Poster Rinko (around the end of July): M2 Progress (those admitted in April) and D2 Progress (those admitted in Autumn)
- Poster Rinko (around the end of January): M2 Progress (those admitted in Autumn) and D2 Progress (those admitted in April)

(9) Preparing presentation materials:

- The presentation slides (e.g. Power Point) must be prepared in English.
- The resume must not be longer than 8 pages (including tables and figures). The legends and captions must be described in English. The resume should contain an English abstract (about 150 words) before the main text, which is written in either Japanese or English. No cover page should be attached. The title of your presentation, your student ID, your name, and your supervisor's name should be described on the first page. For a Progress Presentation, the resume should also contain a list of your publications in the end. The resume should be printed in A4 size format.
- All participants should bring their own copy of the resumes (no hardcopy will be distributed during the sessions).

  <<downloading>>　Each participant should download (and print) the materials and bring them to the session.

First, log in to Cybozu (https://www.ee.t.u-tokyo.ac.jp/cgi-bin/cb6/ag.cgi) with your account and click the "ファイル管理" icon. You can then click the "融合情報学コース輪講資料" folder and see a list of the uploaded materials, each of which can be downloaded by clicking it.

<< uploading >> The presentation material (i.e. the resume in pdf format) must be uploaded <u>by 17:00 on the day before the presentation day</u>. The material must also be sent to your supervisor and the professors in charge of the session via email. You should also bring printed copies of your material and hand them over to the professors in the session. A penalty will be imposed if you fail to follow these procedures.

First, create your material on your PC with the following filename:
   Date (YYMMDD) + Session (A, B or C) + Order of your presentation (1, 2 or 3) + your name.PDF

For example, if you are the first presenter of a session held on the first of April in 2015, then the file name should be something like "150401A1JohnSmith.PDF"
(You should specify the session as "A" if there is only one session on the day)

Then, click the "ファイルを追加" icon on the upper left corner of the Cybozu screen (the same screen you use for downloading). You can then upload your material by selecting the file on your PC (click the "参照…" button on the right of the "ファイル" item with a red asterisk, select your file, and press the "追加する" button in the bottom-left corner).

Title Submission via Cybozu

(1) Log in to Cybozu (https://www.ee.t.u-tokyo.ac.jp/cgi-bin/cb6/ag.cgi) and click the "輪講" icon. Click a link in the cell corresponding to your presentation date and room. (The figure below shows that your presentation will be on 2/18 at 電気系会議室 B.)
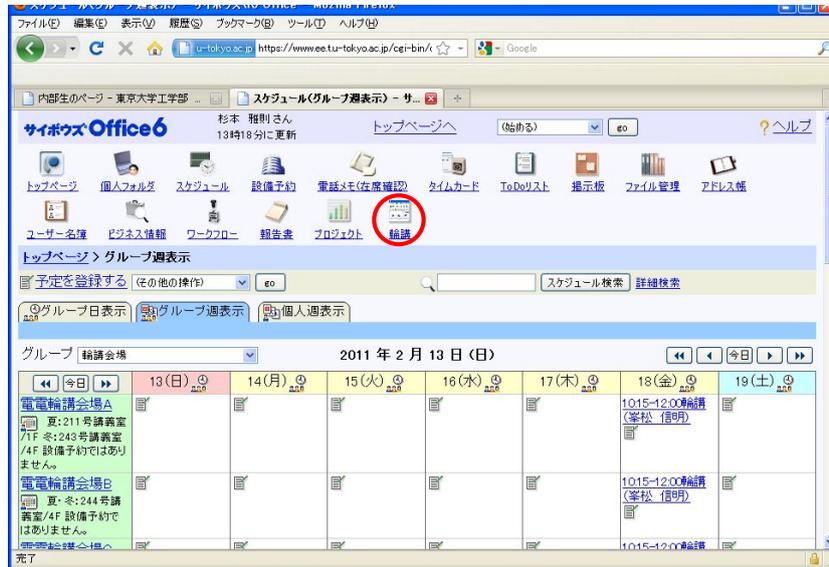
(2) Fill in the form as shown in the figure below. The information you need to give is: (a) presentation order, (b) your grade, (c) laboratory name, (d) presentation language, (e) Japanese title, (f) English title, and (g) a link to your uploaded pdf.
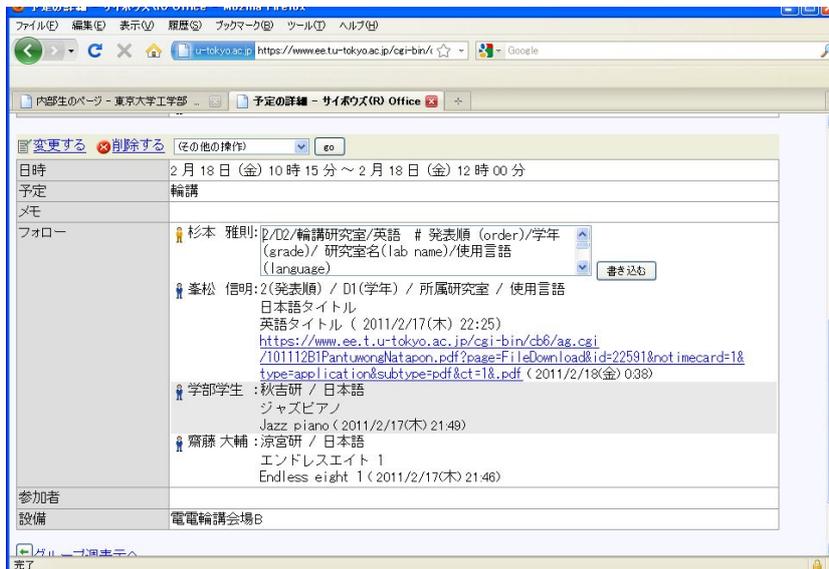
(3) You could change your title after the submission deadline. However, you must keep the original title for at least a day from the deadline date.