

# 2016 Colloquium/Rinko Details for Master and Doctor Course Students in the Dept. of Information & Communications Engineering (For students of April matriculation)

2016 Colloquium/Rinko coordinator: Prof. Hideya Ochiai

## 1 EE Cybozu Website

All Rinko information and registration processes will be carried out via the EE Cybozu website, which can be found at the following URL:

<https://www.ee.t.u-tokyo.ac.jp/cgi-bin/cb6/ag.cgi>

All ICE students should have been provided with a Cybozu account at the time of matriculation.

## 2 Date and Time: Every Friday, 10:25AM~12:10PM

(25min presentation + 10min Q&A) x 3 presenters = 105min.

## 3 Presentation Rooms: Lecture Rooms 242, 245 (Engineering building 2)

Each week you are expected to select one of the two presentation halls to attend. Please refer to the presentation title list, which can be found on Cybozu website, for location and topic information. Please note that you are not allowed to attend presentations in different halls on the same day.

## 4 Attendance

### 4.1 Attendance Requirements

All graduate students in the department from M1~D3 are required to attend all Rinko sessions as a compulsory degree requirement. Attendance survey forms will be distributed each week at each presentation location (these will NOT be available from the office). Any student who attends less than 60% of the Rinko meetings will be ineligible for unit credit for that semester. An attendance rate of 80% or greater is strongly encouraged. Furthermore students are responsible for keeping track of their own attendance (the office will not provide this information). Any unacceptable behavior with regard to the attendance survey forms will be dealt with accordingly.

If your absence is required for the purpose of attending an academic conference or a long-term internship, **please contact the Rinko coordinator (Prof. Ochiai) via your thesis adviser beforehand**. This is the only way that your absence may be waived. Furthermore, this exception applies to conferences only when you are presenting your research, and does not apply to internships related to job-hunting.

You should submit comments in response to each presentation through online form (cf. Section 4.3. <http://goo.gl/1NmQY6>); however your hard copy of the attendance survey form should also be submitted. Note that both online comment and the attendance survey form are required for confirmation of your attendance.

- Chairs of each of the presentation hall distribute pass-codes along with the hard copies of the attendance survey forms.
- In case you cannot access internet for some reasons, submit your comments by filling them in the attendance survey forms (then please discard the distributed pass-codes)
- When submitting your comments via the web form, please use the distributed pass-codes. Also note that you can edit your comments even after submission.

- Fill in your necessary information (e.g. name) on the attendance survey form and paste the pass-code on it (if you submit your comments via the online web form, you do not have to write down your comments on the attendance survey form).

## 4.2 Downloading Presentation Materials

After logging in to the above Cybozu portal, select the ファイル管理 (File manager) tab. Next follow the 電子情報 輪講資料 (ICE Rinko materials), and select the appropriate semester. Finally choose the appropriate .pdf file to download. Alternatively, if the .pdf link has been published on the associated Rinko schedule page, you may download it directly by clicking on the 輪講 (Rinko) tab immediately after logging in. Students that do not have access to a laptop should make sure to download and print out the materials beforehand.

## 4.3 Comments for the Survey Form

All attending students are expected to share comments (via the online web form <http://goo.gl/1NmQY6>. See 4.1 for details), criticisms and observations in response to each presentation. The coordinator(s) will strictly evaluate all comments. Any comment that does not follow along with the presentation theme, or simply outlines the presentation contents based on the available materials will not be counted. All the comments from students are shared online (with your name). Try your best to give constructive and useful feedback to the presenter.

## 4.4 Q&A participation

Interaction between the presenter and audience is important for deeper and more meaningful discussion. Any kind of questions and comments are welcome during the presentation session.

## 4.5 Lateness

**If you arrive over 5 minutes late, it will be counted as an absence.** This may be waived only if you have an official delay certificate such as those provided by railway companies. These rules of course apply to the Rinko presenters as well. In the event of a severe train-related or other official delay you may request a survey form from the attending professor, which will be marked with the time of your arrival. You will be expected to write comments on the presentations that you arrive in time to listen to. If you miss any presentations due to a severe delay, you may fill in the form after Rinko using the downloadable materials available via Cybozu, and will be required to turn in your completed survey form by the end of the same day, along with your official delay certificate.

# 5 Presentation

## 5.1 Contents

The contents for the presentation by school year are given below:

- M1•D1:** Survey Rinko. After deciding on a research topic with your supervising professor, conduct a survey on that topic reading domestic and international publications at the end of your document. Then, **organizing what you have studied into your own words, from your viewpoint**, give your Rinko presentation and field questions from the audience.
- M2•D2:** Outcome Rinko. Present the results on the research that you have conducted and field questions from the audience.
- D3:** D3 students do not give presentation at Rinko. They are, however, required to contribute to discussions and not permitted to only attend on the day they moderate.

## 5.2 Schedule

As a general rule, in the summer semester the presentations will follow the order M2 → D1 → D2 and, for the A1・A2 Term (winter semester), M1. For M2 students who enrolled in April, the presentation will be carried out in one day as M2 midterm defense (2016 S1・S2 Term (Summer Semester): May 6<sup>th</sup>). For those who enrolled in Autumn, the presentation will be held in the A1・A2 Term (winter semester).

Once the date of the presentation is fixed, it will not be possible to change it. If you postpone the date, this change will be reflected in your grade for Rinko. If you do not give a presentation, you will not be given credits for Rinko.

## 5.3 Material Creation for the Rinko presentation

Slides for the presentation must be written in English.

The handout (PDF document) is to be 8 pages including tables and figures (no cover necessary). The captions for tables and figures are to be given in English. At the beginning of the document, there is to be an abstract written in English consisting of approximately 150 words. It is okay if the main contents of the document are written in Japanese. At the top part of the first page, write your name, Student ID number, presentation title, and the name of your supervising professor. For M2 and D2 students, include any publications at the end of the document, such as papers presented at conferences or workshops. **On the day of your presentation, print six copies of the handout and bring them with you for the attending professors and the office.**

## 5.4 Registration

**By 3:00 pm the Friday prior to your Rinko presentation, register the title of your presentation in the format given below in Cybozu (ログイン (login) → 輪講 (Rinko) → 発表日 & 会場 (presentation date and presentation hall)).** As your name will be automatically displayed by Cybozu, it is unnecessary to fill that in.

**1<sup>st</sup> Line:** Presentation number / school year and program / lab name / language of presentation

**2<sup>nd</sup> Line:** Japanese Title

**3<sup>rd</sup> Line:** English Title

**4<sup>th</sup> Line:** URL of the PDF file

Example:

2 / M1 / 青木研究室 / English

サイボウズの有効利用に関する最近の研究動向

Recent research trends of effective use of Cybozu

[https://www.ee.t.u-tokyo.ac.jp/cgi-bin/cb6/ag.cgi/110603\\_B\\_3\\_IchiroSuzuki.pdf?.....](https://www.ee.t.u-tokyo.ac.jp/cgi-bin/cb6/ag.cgi/110603_B_3_IchiroSuzuki.pdf?.....)

The fourth line above is explained in the following section. Write the title in both English and Japanese. Changing the title is allowed at any time.

## 5.5 PDF Upload

**By 3:00 pm two days prior to the Rinko presentation (Wednesday at 3:00 pm), upload your Rinko PDF document.** Go to ログイン(login) → ファイル管理 (file management) → 電子情報輪講資料 (ICE Materials) in the フォルダ (folder) section → 学期名 (year and semester). [S1・S2 ターム(夏学期)] is summer semester and [A1・A2 ターム (冬学期)] is winter semester. On the upper-left hand part of the window there will be an option ファイル追加 (add file). Click on that button. Then select the PDF file, add it by clicking on [参照] (refer to) to the left of ファイル

(file). Then input the title into the textbox next to [タイトル] and click [追加する] (add) to upload your file to the server. Clicking on [キャンセルする] (cancel) will cancel your addition. For the PDF file name, follow the format given below.

YYMMDD\_[PRESENTATION ROOM]\_[PRESENTATION NUMBER]\_[YOUR NAME].pdf

[PRESENTATION ROOM] = “A”, “B”, or “C”

[PRESENTATION NUMBER] = “1”, “2”, “3” or “4”

[YOUR NAME] = Your name given in the English alphabet with given name first and surname second

ex: 110603\_B\_3\_IchiroSuzuki.pdf

Each Friday and Wednesday at 3 pm, the website will be checked to ensure that the title has been registered and PDF document for Rinko uploaded normally. If either has not been registered by time at which it is checked, the presentation may be canceled. Whatever the reason, dishonest acts such as plagiarism and fabrications are punished. In case the document cannot be uploaded before the deadline, make sure to contact Colloquium/Rinko coordinator through your advisor.

## 6 Moderation duties (doctoral students)

Each week one of the doctoral students will be assigned to moderate each of the Rinko presentation halls. The moderator will be expected to closely read through and adhere to the ‘Moderation Checklist’ that he/she obtains from the office prior to the start of the Rinko.

The duty of the moderator is to encourage and stimulate debate and questioning during the Q&A period. If no questions are asked following a presentation, the moderator is expected to pose questions himself/herself such that the presentation does not end without any Q&A or comments.

## 7 Attending presentations at other departments

ICE students are permitted to attend presentations of the Electrical Engineering Department (Electrical and Electronic Engineering Course and Computing and Communication Systems Course) Rinkos instead of the ICE Rinko. Be aware of the following points, though.

- Abide by the rules regarding attendance for that presentation hall, (policies for tardiness are the same for all presentation halls). On days when there is no ICE Rinko, attendance of the Rinko of another department will not be counted towards your overall Rinko attendance.
- For the date of your presentation, course registration, attendance, and other basic rules, the rules of the ICE Rinko will be applied.
- On the day of the M2 midterm defense (S1・S2 Term (Summer Semester) 2016: May 6<sup>th</sup>), attendance of the Rinko for other departments will not go toward on your attendance record. Be aware that attendance to the M2 midterm defense will be counted as multiple (maybe 3 or 4) attendances to Rinkos.