

Things to include (for each presentation)

1. Title & Presenters
2. Topic/area, Keywords
3. Key insights (in your own words)
 - What you learned about the presenters' research area?
4. Questions/Constructive feedback
 - Will be forwarded to the presenters

Etiquette & integrity

- Listen first, type second: Take brief notes; write full summaries after the session.
- Use your own words: Don't copy from slides/verbatim.
- Be respectful: Feedback should be specific, constructive, and kind.

Optional (1 short paragraph at the end)

- **Overall takeaways:** Note any cross-cutting themes you noticed (e.g., common datasets, methods, metrics, challenges).

Tentative rubric

Component	Points	What earns full credit
Eight Presentation Summaries	40	5 pts each \times 8 = 40. For each talk: (a) covers all required fields (topic/RQ/data/methods/eval/insight/question) (3 pts), (b) accurate and in your own words (1 pt), (c) feedback/question is specific and constructive (1 pt).
Overall Takeaways	5	Synthesizes patterns across talks (methods, metrics, challenges/risks, datasets) and offers at least one thoughtful observation.
Professionalism & Format	5	PDF, clear headings, readable length (* I expect 100-150 words per talk), consistent style, respectful tone, on time