

Version 30 July 2012

(translation of “Hinweise für die Teilnahme an Seminaren” of 19 June 2012)

Lehrstuhl für AVWL / Finanzwissenschaft
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GUIDELINES FOR THE SEMINAR

We ask you to take the following into account

Presentation

- The speaker **presents** his work. The timeframe depends on the seminar / the number of participants and will be announced in advance. During this presentation the audience should only ask clarifying questions. The discussion takes place after the presentation. Take the timeframe into account when preparing your presentation. Focus on the main arguments!
- Only talk about the arguments which you have really understood. Otherwise problems of comprehension will be uncovered during the discussion.
- Use slides for your presentation (a projector will be available). The slides serve to graphically support your presentation. It is therefore not advisable to copy your entire presentation of slides. The layout of the slides should be clearly arranged. Focus on the essential. Use at least font size 16pt. Important: There should not be too many slides. As rule of thumb you should have at least 2 minutes per slide.
- You can also make use of the white board when answering question. It is however not advisable to only use the white board for your presentation.
- Bring a print-out of your slides for the other participants. You may want to print 4-5 slides on one page for this.
- It is important to make your arguments and your line of reasoning clear. Focus on the economic intuition of your derived results. You might want to use graphs for visualizing or equations (in limited numbers). But do not overburden the audience with mathematical equations.
- Speak loud and clear towards the audience. Choose an adequate rate of speech and a central position in the room. Look for eye-contact with the other participants.
- Use the technical terms in a correct way.
- For preparing your presentation, it is necessary to contact your supervisor **one week** in advance.

Discussion

- The general discussion of the seminar paper starts with a **discussion** of one of the participants. When preparing the discussion, pay attention to the timeframe.
- The discussant could start by briefly summarizing the seminar paper. The main aim of the discussion should, however, be to talk about some possible extensions of the models, to question critical assumptions, to provide empirical evidence for the arguments,...

General discussion

- It is absolutely necessary for a successful participation that all students are well prepared in each session. This requires a careful reading of the seminar paper and some further involvement with the topic, for example by reading other contributions on this topic. The reference list of each seminar paper should give you a good overview. Note that a regular and well prepared participation will positively affect your grading.