

Improving the current CSS Colloquium
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Operations Guidelines:

- The Showcase consists of four types: formal thesis defense (1 hour), formal capstone presentation (30 minutes), informal project presentation and demo (20 minutes), informal project posters and demos.
- Each session includes 5 minutes preparation time for next presenters
- The Showcase should be scheduled at the same day/time each quarter, both to simplify scheduling and to help with attendance.
- The recommended date is the last Friday before finals week, 11:00 am –1:00 pm. (The Friday session will not interrupt any other courses.)
- The light lunch will be provided on 1:00 PM to encourage gathering of all students. The lunch will be closed by 2:00 pm. The Drinks and pizza will be a great vehicle to entice more students for their stay until the end of the Showcase day.
- If the thesis defense cannot be done on the Showcase day, the defense needs to be advertised to the CSS students and faculty in advance.
- The Showcase would be run in parallel speaker sessions to occupy 2 hours, in rooms as close together as possible. During the 5 minutes preparation time, the attendees can have their break time to move to other rooms.
- The poster session showcase to have at least four participants.
- Any student or group of students can present their work as part of the Showcase – not just those doing "formal" projects – as long as they have a faculty "sponsor", i.e. a faculty member (possibly non-voting) who says "yes, this student (or students) can present at the showcase".
- The CSS Showcase will be advertised to the UWT community.
- The following information needs to be submitted to the Showcase coordinator one week before the showcase day:
 - Title
 - Course Number (if available)
 - Name of presenter
 - Name of the advisor
 - Names of committee members (if necessary)
 - Abstract (around 250 words)

MS Thesis	
Course	<ul style="list-style-type: none"> • TCSS 700, 702
Type	<ul style="list-style-type: none"> • Thesis Defense or project presentation
Session	<ul style="list-style-type: none"> • Total 30 minutes to 1 hour <ul style="list-style-type: none"> ○ 20-30 minutes for presentation, ○ 5-25 minutes for Q&A, ○ 5 minutes for next speak presenter's presentation
Date	<ul style="list-style-type: none"> • A fixed colloquium day is recommended. • According to the committee members' schedule, it can be rearranged.
Session Chair	<ul style="list-style-type: none"> • The advisor
Required Attendees	<ul style="list-style-type: none"> • The committee members
Student Project	
Course	<ul style="list-style-type: none"> • TCSS 497, 498, 499 • TCSS 600 • Students with faculty sponsor who want to share their project
Type	<ul style="list-style-type: none"> • Presentation, Poster or Demo
Session	<ul style="list-style-type: none"> • Presentation: 20 minutes total <ul style="list-style-type: none"> ○ 15 minutes for presentation, ○ 3 minutes for Q&A, ○ 2 minutes for next speak presenter's presentation • Poster or Demo: 1 – 2 hours in lab/display area near speaker rooms
Date	<ul style="list-style-type: none"> • A fixed colloquium day
Session Chair	<ul style="list-style-type: none"> • For presentations: Colloquium Coordinator and/or faculty advisor
Required Attendees	<ul style="list-style-type: none"> • Advisors, other students in session