

## Guideline for Final Presentation & Report

### Final presentation (Jan. 11)

- Overview
  - Each group has 15 minutes for presentation and 5-10 minutes for Q&A.
  - Please distribute your presentation material by 1:00PM on Jan. 11 to all Theme 2 students by email. You may change the contents at the last minute.
  
- Contents
  - An example of the basic presentation structure is as follows (Don't worry too much about the format, though):
    - Definition of policy issues you focus on
      - Specific problems each group is interested in
    - Background
      - What does public information (policy report, etc.) say about the problem?
      - What policies have been taken to address the problem?
      - Why is solving the problem important?
    - Summary of your project
      - List of interviewees
      - Questions asked
    - Findings
      - Description of the interview results
      - How does the interviewee perceive the issue?
      - What policies does the interviewee think effective?
      - ... etc.
    - Conclusion
      - What problems should be addressed?
      - What kind of policy actions should be taken?
  
- Language
  - Japanese or English
  
- Notes
  - The final presentation is done within Theme 2 due to the time constraint.

## Report (due on Jan. 23)

- Overview
  - Write a report based on the lectures and the project. Present a summary of policy proposals or policy issues concerning science, technology, and innovation policy.
  - The report is written on an individual basis. That is, each member can focus on their own interest and does not have to cover everything the group project covered.
  
- Contents
  - Focal problems to be solved: find a not too big but not too minor problem.
  - Background of the problems: explain why the problems must be solved.
  - Method of your study: what kind of study (interviews, usually) you did?
  - Findings: the breakdown of the original problems, what the real problem is, etc.
  - Proposal of policy actions: what should we do to address the problems?
  
- Grading
  - Grading is based on the attendance to the lectures and the report.
  - The criteria of grading include:
    - Well-defined project goal
    - Logical consistency
    - Originality
  - \* Precision of information is not important.
  
- Format & Submission
  - Up to four pages in A4 sheets.
  - Single-spaced
  - MS-word or PDF
  - Name the file as “[you student number]\_[your name]”
    - e.g., 37-123456\_Sotaro Shibayama.docx
  - Send by e-mail to [shibayama@tmi.t.u-tokyo.ac.jp](mailto:shibayama@tmi.t.u-tokyo.ac.jp)
  
- Deadline
  - Jan 23, 2017
  
- Language
  - Japanese or English