

Seminar Papers and Presentations

- Guidelines -

1. Objective

Please consider this guide as a helpful resource for successfully completing seminars at the Chair of Financial Accounting. Be sure to also check out the following on our website:

- General information on seminar organization
- Academic Writing at the Chair of Financial Accounting
- Guidelines for seminar presentations

2. Preparation/Supervision of Seminar Papers

- We are happy to assist you with your seminar paper, but we will stop offering guidance two weeks before the deadline to encourage you to start working on your topic in a timely manner.
- Take the initiative to contact the advisor for your seminar topic to schedule a meeting! Make the most of your meeting times!
- Please bring both a detailed outline and an abstract of no more than 12 lines to the outline meeting (Session #1)!

3. Seminar Paper

- Understand the topic: Identify the core of the work! What is important?
- Briefly explain the basics and discuss the main topic in detail!
- Don't lose sight of the main point! Don't get sidetracked by tangential topics or the basics; instead, focus your work on the core topic!
- Critically discuss your findings or the main topic!
- Avoid "unscientific" sources from the internet!

4. Seminar Presentation

During your seminar presentation, we will evaluate the following, among other things:

- Make sure your presentation is well-organized (structure of the presentation?)!
- Are you focusing on what matters most?
- Do you read from a script, or do you speak largely off the cuff?
- Are you able to present your topic clearly?
- Are the slides clearly organized or cluttered with text?

Be sure to **actively participate** in the discussions during the seminar sessions!

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