

## Your Working Routine

80% of success is being there (Woody Allen). Do it!

1. Submit your **outline** at least one week before your talk to the instructor.
2. Submit your **presentation** at least two days before your talk to the instructor.
3. **Peer review**: Submit your peer review **on the day of the talk** to the instructor. Have **your name** on an outside envelope but **not on the form**. Speakers do not have to peer review the other talk.
4. After your talk: Come to the **next office hour** of the instructor to discuss your score (it stays at zero until you come to an office hour).