

Presenting Your Project

ECE 4BI6

February 9, 2016

Overview of Presentation

- Total time for each presentation is 15 min (10-12 min presentation, 3-5 min questions)
- Will be held in mid March
- All students will attend full session (3-4 hrs.)
- Order of presentations will be random or to accommodate conflicts
- All team members will be part of presentation
- Worth min 10% of final mark

General Advice

- You are telling the story of your project
- Audience doesn't appreciate long-winded explanations
- Use at least one slide every 30 sec.
- Use attractive background (Powerpoint) but not too many flashy Powerpoint features, e.g. rolling cubes, text flying in from multiple directions, etc
- Every team member will tell part of the story

General Advice (2)

- Use point form on slides – max 6-8 points on a slide
- Large clean font readily seen on background
- Lots of figures and/or pictures
- Videos should work and be easily controlled (usually test it on presentation computer)
- Have information flow logically
- Avoid precise details of components, software, etc.

Presenting

- Practice as a team and time yourself – remember 10 min goes by very quickly
- Show slide and then talk about what the slide summarizes – Don't read the slide verbatim, your audience can also read
- Make figures or pictures large enough to see the details (by the audience)
- Use cue cards if you are uncertain

Content

- Start with a title slide listing authors
- Next slide should be a What your project does or what you investigated
- Next slide tells the audience Why you did it
- Next slides will tell the audience How you did it (you can also stress where the difficulties were or the challenges)
- Next slides will be results if they are amenable to slides
- Final slide(s) are conclusions and what you would do next or differently