

Presentation Guidelines

How do I select a technology/topic and/or form a group?

Make sure you select something you are passionate about and find others who are interested in the same topic (i.e. from the list of 17 suggested topics you had to study during your practical sessions). Talking directly to others who you would like to collaborate with, will be the fastest route to go. The quicker you've selected your topic and found a group, the sooner you can start putting your slideshow together. You have until 19 September to finalise your topic and your group.

- Register your interest under the link **Step 1: What topic will you be presenting on?** You can view the selections of others before you make your choice on the Learn site. You can also change topic before 19 September.
- Once you've registered your topic (step 1), and you did not form a group of four yet, go over to the link **Step 2: Register Groups** and see if there are any groups interested in the same topic as you, but not yet with 4 members. Groups must be exactly 4 members.
- Email these incomplete groups, or those who indicated they are not in a group yet, to ask if they are interested in teaming up. It is easier if you join a group doing the same topic as you, but it is not impossible to join others who selected a different topic. As long as your presentation tells a story, any combination of topics will work.

What are the choices groups have to make together?

1. What is the story the group wants to tell through the presentation?

Be creative and have some fun with this. Don't just present a random collection of how to's and lists of facts about the technology. See example below:

Assume your group will present on Windows Security and Forensics, the slideshow could start with some catastrophe (*Mon Dieu!! The Nkandla security systems are hacked!!*). Show the aftermath of the attack for 20 seconds, while Morgan Freeman narrates about the context in Shawshank Redemption style. After the intro slide, the presentation automatically move through a security briefing presented by the security cluster explaining how these attacks could have been avoided and/or how the perpetrators have been brought to book using knowledge of Windows Security and Forensics. Each group member represents an agent that contributes their unique expertise to the briefing. Identify each agent on the slides they present.

- Agent 1 presents the context slide and 4 slides on preventing Windows memory attacks.
- Agent 2 presents 5 slides on a few Windows authentication issues.
- Agent 3 presents 5 slides on how Network forensics can be used to trace the black hat (red beret) hackers.
- Agent 4 presents 4 slides on how Malware incident response can prevent a future occurrence of the attack and a closing slide to show the benefit of knowing this technology/topic (Windows security and forensics) to either prevent and/or catch security breaches.

The final slide could start with a pastoral image of the compound before zooming in to occupants dancing around a fire pool... secure in comfort. The final image on the last slide fades to the hackers crammed in the back of a police van, slowly riding off into the sunset.*

*PS: The references in this example are purely coincidental and no identification with actual persons (living or deceased), places, buildings, and products is intended or should be inferred.

The following key elements should be included and adhered to in the presentation:

- Slide 1: Describe the context/need for the technology.
- Slides 2 – 19: Describe some facts about the technology, but always linked to the context/need. Describe some "how to" steps, but again only those relevant to the stated context/need.
- Slide 20: Describe a few benefits of knowing or being skilled in the chosen technology/topic.
- Do not repeat the same information that other team members covered.
- All 20 slides should be part of the same overarching theme/storyline.
- Do not have more or less than 20 slides. It must be exactly 20 slides (each group member contributes 5 slides). No need for a standard title slide as slide 1. Simply start your story with slide 1 setting the context.
- Use as little text as possible on each slide (NO BULLET POINTS!). Click on the YouTube link to a video of a Pecha Kucha in the proper format. Your presentation should resemble this video.
- You need to carefully plan animations to enhance the storytelling. (see the example slideshow entitled Animation Example.ppsx to see how animated graphics can be used to tell a story with very little text).

- Prominently show the name, surname and student number on each slide that you have contributed, but without distracting from the rest of the message. I need to be able to identify who completed each slide for the individual marks.
- Each slide must have audio narration of exactly 20 seconds before automatically advancing. A template is provided that is already set up to advance after 20 seconds. You need to add content to this template.

2. What style of graphics are we going to use?

To make your slideshow look professional, decide on a consistent style of graphic. As a group you will decide on the style, so make sure everyone understands what is expected of them. Even though 4 people contributed to the slideshow, it should appear like it was done by one person with high personal standards, exceptional work ethic and pride in their submission.

3. What transition will we use when the slide advances after 20 seconds?

The same transition should be used to tell the viewer of the presentation when a slide advances.

4. Which team member will be responsible for which concept (or concepts)?

You can decide to use all 5 your slides on a single concept or multiple concepts. Each slide should be part of the overarching theme of the entire presentation, be consistent with the overall look of all the other slides and present only content not covered by someone else in the same group. Decide as a group on deadlines for specific milestones.

What are individuals responsible for?

- Choosing and registering the technology/topic on the learn site (BEFORE Thursday, 19 September @ 18h00).
- Choosing the team members interested in the same technology/topic and registering your group number on the learn site (BEFORE Thursday, 19 September @ 18h00).
- The concept to explain within the chosen technology/topic (decided on as a group but negotiated as an individual).
- The way you wish to present the content of your slides (within the chosen parameters agreed upon by the group). Use animation to make the graphics come alive and enhance your story telling. The message should predominantly come through audio narration, with limited scope for text on the slide in the form of headings and/or annotations. ABSOLUTELY NO BULLET POINT TEXT! If you are presenting a “how to”, find a way to animate moving mouse pointers and highlight areas of the screen you want viewers to focus on. If you are presenting facts, use interesting visual techniques to present these facts.
- Write your own script and record your own audio narration for the 5 slides you take responsibility for (20 seconds per slide for 5 slides = a total of 1 minute 40 seconds).
- Test the timing of your 5 slides to make sure the narration matches the current slide and that you do not go over time.
- One team member must take responsibility for consolidating all slides from team members and submitting on the Learn site by the Wednesday, 16 October @ 18h00 deadline.
- Send your 5 slides to the member who will submit the entire slideshow with enough time for this person to consolidate all slides into a single slideshow.
- Everyone must view the final slideshow and be happy with the work before it gets submitted for assessment. You get higher marks if you submit early (see the rubric on the next page).

What happens if team members drop out/does not contribute?

They get 0 for the presentation and risk not getting a DP. The rest of the team that is still intact only contributes their 5 slides, share in the group mark and get their own individual mark. The group will lose one teamwork mark though.

What happens if I missed the deadline to register a topic/group?

It will be harder for you to join a team and you will potentially lose a few marks (see rubric). If you submit as an individual, 5 marks will be deducted, and you have to produce 20 slides.

How will the presentation be marked?

The following rubric will be used to assess the presentation. Some of the marks you will share as a group and some will be individual.

Shared Marks = 20

Element	Mark	3	2	1
Storyline	3	<ul style="list-style-type: none"> ✓ Beginning (Context), ✓ Middle (Concepts) and ✓ End (Benefits) 	Only concepts related to overall topic OR Focuses too much on context/benefits	Concepts explained, but not all related to topic/storyline
Transitions	2		<ul style="list-style-type: none"> ✓ Consistently applied, ✓ Each automatically advancing after 20 sec 	Not consistently the same or not advancing after 20 seconds
Automation	1			✓ Slides advance on timing, not clicks
Backgrounds	3	<ul style="list-style-type: none"> ✓ Consistently the same colour ✓ Good contrast between background and text ✓ Extra effort into customising the background 	One of three criteria missing	Two of three criteria missing
Graphics	1			✓ Consistently the same style
Concepts	2		✓ Topic covered adequately (≥ 12 concepts)	Too few concepts covered (< 12 concepts)
20 slides	1			✓ Exactly 20 slides
Teamwork	3	<ul style="list-style-type: none"> • Organised themselves into groups • No issues during completion • Group stayed intact until the end 	Needed lecturer intervention to find appropriate group, but requested assistance (Selected still looking for group)	<ul style="list-style-type: none"> • Missed deadline to register group and had to join late • Did not create a group of 4
Submitted	3	One day or more before submission date	By 16:00 on day of submission	Between 16:00 and 18:00
Presenter info	1			✓ Names of presenters on all slides

Individual Marks (per slide x 5 slides) = 40

Element	Mark	3	2	1
Slides (1 – 5)	Text	2	<ul style="list-style-type: none"> ✓ No bullet points text ✓ Only minor annotations 	Bullets or too much text
	Graphics/animation	3	<ul style="list-style-type: none"> ✓ Adds value/relevant to content ✓ Extra effort to make it look professional ✓ Timing correct 	Two of three criteria missing
	Concept	1		Concept explained
	Narration	2	<ul style="list-style-type: none"> ✓ Audio narration clear and to the point ✓ Timing of audio and animation correct 	✓ Audio not clear or too long or timing incorrect