ORAL PRESENTATION GUIDELINES

I. Introduction

Design projects often require in-person presentations to colleagues, clients, and users at various stages of development. In industry, an effective presentation may determine whether a proposal is accepted or whether a project is perceived as successful upon completion.
In ECE496, the Oral Presentation provides students with an opportunity to clearly communicate the motivation, design, implementation, and results of their final-year design project to a technical audience.

II. Schedule

The Oral Presentation is conducted in person and assessed across two sessions, as described below. Details regarding scheduling, location, and timing will be communicated in advance.

- **Communication Feedback / Evaluation**
  This session focuses on presentation structure, clarity, and communication. It is evaluated by the Communication Instructor (CI) and contributes **2%** to the course grade.
- **Final Evaluation**
  This session evaluates the presentation as a whole, with emphasis on the design process, design justification, validation, and communication. It is evaluated by the course Administrator and contributes **8%** to the course grade.

III. Details of Presentation

1. Format

- A PowerPoint (or similar) slide presentation is required.
- Slides should support the oral presentation and not serve as a script; presenters are expected to explain and expand on the slide content, maintaining an appropriate balance between visual material and spoken explanation.

2. Time Limits

Teams are expected to make effective use of the time allocated for each component of the presentation while ensuring that the specified maximum time limits are not exceeded.

- Teams of 3 students: maximum 20 minutes.
- Teams of 4 students: maximum 25 minutes.

The presentation should include:

- An initial team-level overview (maximum 5 minutes) covering the project motivation, goal, system-level context, and key project highlights and achievements accomplished collectively by the team.
- Individual presentations (maximum 5 minutes per student) focusing on each member's primary technical contributions.

Important: Ensure that the entire combined presentation functions as a single, coherent narrative that provides a complete, start-to-finish presentation of the project.

3. Suggested Presentation Content

Table 1 shows some suggestions for the presentation.

Table 1: Suggested presentation content.

Content	Description
Title slide	Includes project title, project ID, speakers' names in order of presenting, Supervisor's name, and any other important information.
Motivation	Why are you doing the project? What makes it interesting / important?
Background	What does the audience need to know (beyond what they already know from common coursework) to understand the project?
Project Goal	Taken from the Project Proposal, concisely summarizes what the project aims to achieve.
Project Requirements	Highlight a few key, system-level requirements from the System Requirements Specification (SyRS) that support the project goal. Ensure they are clearly worded and verifiable.
System Overview	How does your solution solve the problem? You can spend more time on this section.
Technical Design	Remember that your audience is technical; however, they may not be familiar with your specific project. Aim to walk the audience through your design with clarity and in an efficient manner.
Results, Testing, and Validation	What evidence do you have that your system meets its goals and requirements?
Conclusion/Summary	Provide a memorable statement that is relevant to the presentation's main points.

IV. Evaluation Criteria

The Oral Presentation will be evaluated based on:

- Technical content and depth
- Clarity of system design and implementation
- Presentation of results and validation
- Organization, visuals, and time management
- Individual contribution and participation
- Ability to respond to questions

V. Other Notes

You can schedule time with the Engineering Communication Centre to go over your presentation or to practice.