

APS 112 - Presentation Outline Form and Instructions

Introduction: The outline below will help guide your teams' work in preparing for both your Design Review Gateway and Final Presentations. This document can also help facilitate receiving feedback on the assignment, as it gives an instructor (like your CI) a chance to understand how your team has approached the presentation. It also helps your assessors to know what organization you intended to implement in your presentation, and whether you were able to keep to that plan.

Project #: Chestnut Residence Wellness Room Expansion

Date: April 16th, 2024

Event: Final Presentation

Purpose Statement:

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Main Claim (Thesis or Central Argument):

- Nature's Haven will increase utilisation of wellness room
- We've proposed a design that provides a sufficient ambience to address the lack of mentally stimulation and physically relaxing elements.

Important notes:

1. Indicate who is presenting which part of the presentation.
2. No word counts apply to this document. However, you should keep it to no more than two pages. You do not need to go further in depth than that for this outline. You may keep more detailed notes for yourself, but it is not required to submit those with your outline. The template below lists four sub-claims, but that is just a guideline and not a requirement. It is fine if you only have fewer sub-claims but go into them in more depth.

THE FOLLOWING ARE THE REQUIRED CONTENT OF THE FP.

Problem Description:

The EM and CI and your peer audience will not be familiar with your project. You must clearly describe, and argue for, your project in engineering terms. This should not be a summary of your client statement, but should resemble your problem statement. This is often an excellent opportunity to build rapport or "hook" the audience. Effective past presentations have accomplished this with a skit, a video, a demonstration. You are encouraged to be creative.

Recommended Design: Communicate the solution you are recommending your client implement. How does it work? How does it meet your client's needs? What are the trade-offs for your recommended design? You are to be persuasive when recommending your design, but also realistic about its limitations. Do not use advertising language, use engineering argument. Use of visuals in this communication (to show the design) is extremely important.

Measure of Success:

What evidence do you have to support your claims on the recommended design? If your MoS data supports your recommendation, then state this. If your MoS data does

NOT support your recommendation, then explain why not. Were limitations found in the MoS that could be addressed with a more resource intensive MoS? Were hidden limitations found in your recommended design that you have since addressed?

Next Steps / Take Away:

If your design will feasibly meet your client's needs, then this becomes a call to action for your client to implement your recommended design. If your recommended design needs additional design work, for example if it failed the MoS, then communicate what a team taking over this project will need to start with. This could be areas of the design that need redesign, or improvements needed in the MoS. The more detailed and thorough these next steps the more credible they will be. In either case it should be clear to your client how your work on this project had added value to their situation.

Warrick's Ideas for Outline

Rapport/Hook

- Start the problem statement by playing the buzzing sound, and ask the audience if they would like to hear that noise when they are sleeping or studying
 - Then say this is one of the many underlying problems in the wellness room
- Have a side-by-side video of walking into the wellness room and walking into a living room to highlight the lack of differences

Youssef's Ideas for Hook

- Start off with general idea of wellness
 - Show that the room does now really linked to these aspects of wellness
- Video of bringing

Akshaya's Ideas

- Give out 3 VR headsets to put themselves into the room

Purpose Statement:

Sub-claim A: Problem Description

- The mental health of U of T students and underutilization of current wellness room calls for a revamp
- The current wellness room is underutilised (Just straight up, that's the claim)
- The current wellness room lacks elaborate visual, auditory, and physical means of wellness.

Sub-claim B: Recommended Design

- The proposed solution, *Nature's Haven*, maximizes student relaxation and mental stimulation through prioritizing biophilic wellness and physical comfort
- Trading off possibilities of community-event hosting and office space yielded the optimal solution for students' wellness needs

Sub-claim C: Measures of Success

- **If MoS is sufficient in providing data:**
 - *Nature's Haven* fulfills the gap of the wellness room's insufficient lighting

with appropriate amounts of green light coverage.

- **If MoS is insufficient in providing data:**
 - Limitations in recreating room ambience resulted in insufficient data to assess the design

Sub-claim D: Takeaway

- **If design feasibly meets the client's needs:**
- **If design requires additional work:**
 - The solution requires additional work to measure its ability to be conducive to wellness

Aileen's Ideas for Outline

Problem Description + Hook

- "Here is Chestnut Residence's Wellness Room on the 28th floor. Here is how often it gets used. Here is the UofT Mental Health survey stats. Clearly, something isn't adding up."
 - Slide zooms in on each of the three things on cue, and lands on looking like a math equation
- Alternative skit idea - first-year eng student in Chestnut frowning, saying "school is so stressful and my roommate is so annoying, I'm going to try that wellness room that barely gets advertised. Oh, there isn't any calming music or anything to distract my thoughts... Oh, there's only one bean bag chair, I can't really bring a friend..." (and so on, listing all the gaps that our solution fulfills)
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Main Claim

1. Our project is successful because the new features we add to the wellness room will increase its usefulness and popularity
2. Our project is successful because we settled on the best theme for the wellness room's renovation, which is a nature theme //i disagree with this
3. After much research, we have created many alternative designs that can be successful wellness room renovations
4. Our project succeeds in expanding the wellness room to accommodate a larger capacity, and meet our audience's needs

For Main Claim 1.

Sub-Claim A - Problem Description:

- The lack of ambience and sensory control of the current wellness room means it fails at being a wellness room, and is thus unused

Sub-Claim B - Recommended Design:

- Our recommended design provides many potential choices in solutions for users to solve the problems outlined in problem description

Sub-Claim C - Measures of Success:

- Our measure of success proves how well one of our objectives, the need for natural lighting, is accomplished by our design

Sub-Claim D - Takeaway:

- If MoS successful: Implementation of our design will lead to more usage of the wellness room

For Main Claim 4.

Sub-Claim A - Problem Description:

- The current wellness room accommodates very few people, very rarely, and the client wants to expand its use, and we can improve its value by fixing its problems

Sub-Claim B - Recommended Design:

- We have many proposed features much better than the existing room that can meet the user's needs

Sub-Claim C - Measures of Success:

- We measured how well our most important objective, the natural lighting in the room, is accomplished by our redesign

Sub-Claim D - Takeaway:

- If MoS successful: The expansion of the wellness room should use our design, so that the wellness room fulfills what its purposed to do

Akshaya's Ideas for Outline

Rapport/Hook

- i think we should use a statistic like in the drg, maybe find a more recent one

Purpose Statement:

Sub-claim A: Problem Description

- the current room being **underutilised and ineffective**
- **Chestnut lacking a conducive wellness room** that actually promotes mental well-being in an effective manner.
- the room doesnt adhere to the design criteria for restorative spaces.(the WELL building standards)
- The room is virtually no different from a typical living room

Sub-claim B: Recommended Design

- The furniture used in this design is curated specifically to mimic a natural environment which optimizes mental stimulation and comfort
- the room will be **universally comforting** and can appeal to a larger audience at chestnut due to this, it will increase the use of the room.

Sub-claim C: Measures of Success

- The data from this can be used to specifically explain how its success in mimicking natural lighting can be mentally stimulating and how it can comfort **users more** than other rooms
- we can also explain how this customized room is something that is **one of a kind** and cannot be found in any other room at Chestnut (which attracts users?)
- The biophilic elements we implemented shows it creates a sufficient atmosphere and ambience.
 - Measure the green coverage of the current room
 - Estimate the lighting distribution/intensities

Sub-claim D: Takeaway

- Design ready for implementation; we've satisfied what we think is the most important objective

- Additional; models need to be created for further testing for satisfying other objectives
 - i.e. testing how the fabrics work in the design
- this redesign **not only expands the physical** aspects of the room but also the resources and comfort? Overall making it more effective than the current room

INTRODUCTION

Opening Strategy (introduction of each team member) (supporting slide and talking points):

- **There is a strict constraint on the introduction section. EACH MEMBER MUST INTRODUCE THEMSELVES according to the FP instructions.**

Presentation Summary and Preview:

Main Body of Presentation: Claims, Explanations and Evidence

Background/Context:

Sub-Claim A: The lack of a relaxing ambience of the current wellness room means it fails at being a wellness room, and is thus unused

Evidence:

- Contents in the current room
- Room's binary Light Switch
- Room's ceiling light panel
- Buzzing Sound from the HVAC System

Explanation:

- The plain green wall and singular plant shows the lack of consideration for a biophilic design
 - Industrially common and scientifically proven to be conducive to wellness
- The user has no control over the brightness and distribution of the lighting besides turning it on and off
- The buzzing sounds show the potential intrusive sounds the user may hear.
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Supporting slides and visuals:

- Floor Plan of current wellness room
- Floor Plan of current study room
- Location and Image of Binary Light Switch
- Location and Image of Ceiling Light Panel

Sub-Claim B: The furniture used in this design is curated specifically to mimic the ambience of a natural environment which effectively optimizes mental stimulation and comfort

Evidence:

Explanation:

Supporting slides and visuals:

Sub-Claim C: The biophilic elements we implemented shows it creates a sufficient atmosphere and ambience. (Measure the green coverage of the current room. Estimate the lighting distribution/intensities)

Evidence:

Explanation:

Supporting slides and visuals:

Sub-Claim D: Design ready for implementation as it successfully meets the most important objective, the ambience

Evidence:

Explanation:

Supporting slides and visuals:

CONCLUSION

“Therefore statement” (Synthesis of Claims and Support):

Key recommendation(s):

Take-away statement:

Notes:

Basic Presentation Outline Form – Instructions

Below, you will find instructions on how to complete specific parts of the outline. Remember that an outline is a tool for you to use to help organize your presentation. Your specific use of this tool will depend on a number of particulars, such as the unique nature of your project, your team's communicative goals and style, as well as the expectations of your audience.

Note that this outline is used for both your Design Review Gateway (DRG) and your Final Presentation. Those two deliverables have different motivations and contexts, and occur at different stages of your design process, so the outline you prepare for each should be specifically tailored to meet the specific goals of those assignments.

Context and Background of Presentation:

This part of the outline covers pre-planning tasks and considerations for presentations. Consider these before you plan and begin composing slides and talking points for the presentation itself. These initial sections can guide your process of designing the presentation.

Event: Describe where and for what reason the presentation took place. You record this because you may want to use parts, ideas from it, or see what you already told a group so that when you next speak to them, you are progressing in a logical manner from the information you had previously given. This can help you track progress between your DRG and Final Presentation.

Purpose Statement: Explain what you want to accomplish with the talk. "Talk about our designs" is NOT a purpose statement. You should consider your audience, why you are gathered to discuss your topic, what they need to know, and what you need to be able to convey to them. Sometimes the purpose is explicitly stated in the presentation, as in: "today, students, I want you to be able to use a Pairwise Comparison Chart to organize your design objectives." Other times you will not explicitly make this statement to your audience. In both cases you use it for planning the talk.

Establishing a clear purpose statement will help you establish a main claim and plan supporting claims that are well tailored (or, apt) to the intended audience. It is always expressed in terms of the effect you wish to have on the audience. An effective purpose statement will not only help you focus your main claim, but it will also help you determine a take-away and improve the delivery of your talk. You can think of this as the result you are hoping to occur after your presentation. Are you hoping students understand the learning objective for your lesson? Are you hoping that the audience purchases your book in the lobby? Are you hoping that your client or boss is convinced of your design work?

In this context, this is where you indicate the specific purpose of your DRG and Final Presentation, as the requirements and related purposes of these assignments are different from each other, and each team will have unique challenges in meeting those requirements.

See *Designing Engineers*, "Organizing Presentations" for more information on audience, purpose and organizing presentations.

Main Claim: You may think of this as a thesis statement, or central argument. Your textbook refers to it as a "main message." Whatever it is called, the main claim identifies the core of the persuasive argument you are making in the presentation. You can consider the objective goal of your presentation to be to effectively deliver and support this main claim. The main claim should be unique to your talk and should guide, and can also be guided by, your selection of the sub-claims in the main body of the presentation. Evaluators will be looking at how well you connect the various arguments / sections of your presentation back to your main claim. If you make a main claim at the start of your presentation, and then never mention it again, this poor argument structure will be reflected in a poor grade.

The main claim can be decided on before you decide on the sub-claims and arguments you will cover in

the main body of the presentation, or you can start with the main body of the presentation and then use that to help determine the main claim. You will likely have to go back and forth between your main claim and your presentation, to make sure they work together. In any case, as stated above, evaluators will be looking for connections, so in revising and finalizing your outline, you should check the main claim against the claims made throughout the presentation to confirm they align and the connections are clear.

Outline for delivery of Presentation:

Once you have determined your purpose, you should begin designing your presentation to fulfill that purpose. This part of the outline also allows you to organize sub-claims in a logical, compelling and persuasive order, and to support your main claim.

Opening Strategy: If we want to establish a rapport, how we begin is critical. Fortunately, we have a wide variety of strategies at our disposal, depending on the context. Design your opening strategy so that it grounds your audience in your topic, while motivating them to want to know more. That is, you should give them enough information and context so they understand what the presentation is about, but you should also frame the project as important, so the audience is motivated to be keenly attuned to the content that follows.

Weak opening strategies leave the audience unmotivated and confused. Strong ones clue them in and make them eager to hear more.

Presentation overview and preview: As you begin a talk, you want to give the listeners a mental roadmap of points you are going to make in support of your main idea. It is best not to write this until you have figured out the body of your talk. A key point summary may be used to forecast the direction your talk is going to take, increase the sense of flow, and prepare the audience to recognize key points as they occur. Finally, it reassures the audience that you are in control of your speech.

Weak overviews provide structure with no meaningful information. Strong overviews provide structure but also effectively introduce or support (if it is already introduced) the presentation's main claim.

Background: May be based on the Problem Statement for your project or a combination of the Problem Statement and Main Statement of this talk. Give the audience enough information so that they can appreciate the design situation at the moment. Identify the client and their motivation. You may also identify any particular ways in which your team has decided to approach the project.

Sub-Claims: The main body of your presentation should be organized into 3-4 important claims that support the main claim and are supported by evidence and explanations. You must think about the order of the points so that they have some kind of logic. They may be organized in a number of ways: chronologically, in order of importance, thematically (according to type of content), or otherwise. In any case, they should not be random or just in the order the ideas came to you. Rather, they should be in the order that will be most meaningful for the audience.

As in your design documents, each claim should be supported by **evidence and explanation**, and they should be selected based on their importance to your project and their connection to your main claim. In both the DRG and Final Presentation, as in your Executive Summaries, you do not have enough time or space to cover every detail contained in your design documents. Therefore, you should consider combining important aspects captured in different aspects and sections of your design documents when formulating your claims. However, certain aspects of your design process might be better covered alone, in their own part of the presentation. Still other aspects, that might be covered in some detail in the documents, may only warrant a brief mention in a presentation. Therefore, your team must decide how to select and organize your content.

Consider your collection and organization of content as a set of design decisions your team must make.

You must decide what must be included, how it can be included, and what you do not have time and space to include. For what is left out, know there is an in-built risk mitigation for that: if those excluded details are covered in your documents, then that mitigates the risk of excluding them from your presentation, because that information is still available to your audience in that other form. Be prepared to answer questions about any aspect of the project, including material from your document(s) that may have been excluded from the presentation.

Support your claims with slides that aid in making the claims, explanations and evidence clear. See the DRG and Final Presentation lectures for advice on slide design.

“Therefore statement” (Synthesis of All Above statements): Your ending makes a lasting impression. Plan it carefully. In fact, after your purpose, you might want to plan this next. Also, signal that it is coming with phrases like “In conclusion” or “to sum up.” Give the talk unity by briefly referring back to your main points (you do not usually need to summarize unless the talk has been quite long and complicated). Do not repeat your headings, but bring out the important idea from each point. This section is labelled “Therefore statement” because it is often difficult to create a conclusion that is more than a mere repetition of points. If you begin it with the word “therefore” in your mind, you are more likely to come up with a synthesis than a repetition.

A weak therefore statement may leave the audience thinking “so what?” A strong therefore statement will leave a lasting positive impression in the audience, and they will remember the most important aspects of your presentation.

Key recommendation(s) and next steps: In some cases, recommendations are appropriate. The DRG is a progress report and so would not normally have a recommendation, but may include information on the team’s immediate plans, especially those that may be uncertain or challenging. For the Final Presentation, you should end by making it clear what design concept you recommend and why.

Take-away statement: The take away moves the focus off of yourself and puts it onto the audience. Because it relates the content of the presentation to them and tells them the next step they are to take, it is highly related to the purpose you have set for your talk. The worst way you can end a presentation is by apologetically mumbling, “That’s all I have to say.” Plan your ending in advance and make it appropriate and memorable. You may even script it; just make sure you have time to say it with confidence. Be sure you have addressed the core of what your audience needs to know.

What the audience needs to do next depends on the purpose of your presentation. Consider the actions your audience might do in reaction to your presentation. For the DRG, your EM would typically be faced with the decision to recommend this project to go forward, or not. For the Final Presentation, your multiple audiences (CI, EM, Client) will all have to decide if they agree or not with your recommendation. Keep those needs of the audience in mind as you plan your takeaway statement.

Notes: Here, you may touch on any aspects of the presentation not covered in the rest of the outline. This may include any particularly complicated or risky plans (showing a video, or other potentially complicated modes of presenting content). You may also include here important aspects of your design you do not have space to adequately address in your presentation.