PRESENTATION GUIDELINES

Final year project 1 & 2

CONTENTS

- Objective and Intended Audience

- General Guidelines

- Presentation guide lines

- The Do nots

- Things to remember

- FAQ's

INTENDED AUDIENCE

- The presentation is for
  - Students taking Final year project 1 & 2

  - Anyone who preparing an academic presentation.

*This presentation it self does not represent a typical academic or professional presentation. For once there is no presenter presenting it. It should have been a document but who likes reading boring long documents. ☺

OBJECTIVES

- The presentation aims to provide
  – Guidelines
  – Recommendations and advices
  – Dos and Donts

- You are encouraged to customize your presentation as long as you do it well, while staying within the limits.
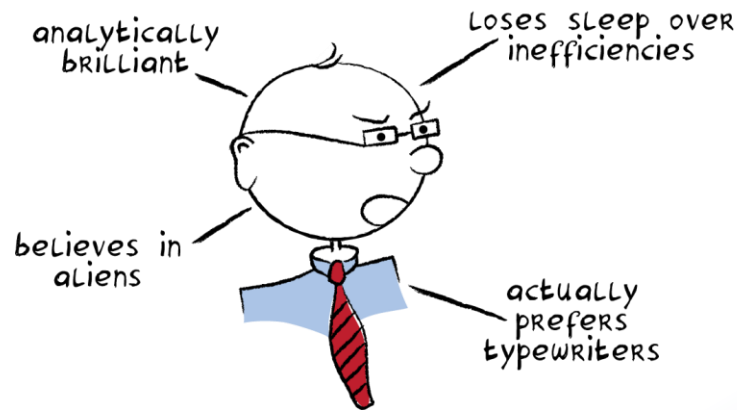
GENERAL GUIDELINES

KNOW YOUR AUDIENCE

- A common mistake made by presenters is that they don't know their audience:
  - It does not mean you should have the audience's phone number
  - Don't make your own assumptions and judgments about the audience/evaluators

KNOW YOUR AUDIENCE

- You can safely make following assumption though:
  - They are experts, professors, however, may not necessarily know about the field of your project. Think of them as intelligent but without background. Therefore, state your motivation and background clearly.
  - They are more experienced. Working on a project for 6 to 8 months doesn't make you an expert. You have barely scratched the tip of the iceberg. They will know what you have done and not done.

THE WOW FACTOR

- The presentation must be self contained.
  - Introduce concepts when they appear for first time.
  - Include explanation of symbols, abbreviation and terms not common knowledge.

- You are probably the most interested in your topic of project. Don't expect others to be.
  - It is your task to make the topic enthralling.

"However, being satisfied is not the same thing as being delighted. If customer service is delivered in a robotic or checklist fashion, it doesn't feel sincere. People aren't 'wowed'."
Sue Boche ToysRus

YOU ARE THE PRESENTATION

- PowerPoint slides is a presentation aiding tool not the presentation. You are the presentation.

- The slides are intended for the audience to organize the information being delivered to them and visualize. They are not for you. SO DON'T READ THEM.

- Speak slowly with confidence and clarity. Don't rush, mumble or speak to yourself.

PRESENTATION GUIDELINES

FONT AND BACKGROUND

- Font says a lot – choose it wisely

- Have high contrast between font-color and background color

- Don't choose a textured, complex picture or multi-toned high contrast backgrounds
  - Your text is single colored. Having high contrasts in background will make it invisible in one of the color.

- Make sure your font size is big enough

PRESENTATION CONTENTS

- The title page is the first slide of your presentation. It must include
  - Team members' name
  - Supervisor's name
  - Project title
  - University Logo
  - Project Logo if any
- The next slide must state objective or list of objectives clearly.

Presentation Contents

- Motivation and background
  - Although important but must not be the major part of the presentation
  - Limit 2 to 3 slides for this
  - Use brevity
  - Motivation
    - Why is the problem interesting
    - Why is it worth doing
  - Background
    - Past works others have done and existing solutions.

PRESENTATION CONTENTS

- The major part of your presentation is what have you done. You may want to break this part into several headings. Below is an example
  - Analysis of Feasible solutions
  - Selected solution,
  - Path taken/methodologies adopted
  - Technologies used
  - Why the new solution is better
  - Hurdles encountered and how they were handled
  - Conclusion and Future recommendations

DEMO

- Live
  - Likely to get you most marks
  - May be victim of murphy's law
- Recorded
  - Record your demo
  - Safer than live demo. (Murphy law may still give codec not supported error.)
- Hybrid
  - Prepare for live demo keep recorded as backup

CONCLUSION

- Conclusion
  - List short comings, assumptions and ideal scenario for the solution to work.
  - Tell what was the learning outcome in short bullets
  - Try answering this in your conclusion
    - Why should we give this project an A?

Q & A

- One of the important part of presentation
- Keep a Q&A slide in the end and keep the presentation running.
  - You may need to refer to previous slides to answer questions.
- Don't argue
- Try to understand the question. You can always say, "Due to my incompetence I was unable to understand your question. Can you please repeat?"
- Or better try rephrasing the question in your own words and ask is this what has been asked of you.

Q & A

- Don't try to answer questions you don't know the answer to.
  - Evaluators get annoyed when they know you are trying to out-smart them by giving something which is not what they asked.
  - You look more stupid doing so.
  - Admit that you don't know the answer
  - Or admit that no one looked at this angle.

THE DONTS

The Donts

- All the sentences up till now that have contained the words:-
  - Do not, Don't, must not, should not, never
- Negation of the sentences that include the words
  - Must, always, make sure, remember

THE DONTS

- Don't use times new roman
- Don't get in argument with the evaluators. Be humble.
- Don't be in a rush to end the presentation.
- Don't include slides which you don't know about.
- Don't include long paragraphs.

THINGS TO REMEMBER

REMEMBER

- To prepare the presentation a week before.
- To rehearse your presentation.
- To include diagrams as per necessary don't overdo them.
- To use humor wisely or don't use it all if you can't be wise. "Humor is third side of the coin."
- To get the presentation up and running when your turn is about to come.
- To make sure your laptop has enough juice to last the presentation.
- To dress formally. (Not all suits are formal)

REMEMBER

- To be consistent in fonts and its size.
- To avoid too much italics.
- To maintain eye contact with audience
- To use standard fonts for maximum portability.
- To have backup online.
- To restrict slides to have 4 to 9 bullets max.

FAQs

- You ask and we will include them next time

Thank you

END OF PRESENTATION