Suggestions for an Effective Presentation

Objective

Discuss elements that should be in end-of-semester presentation

In addition to content, the delivery and visual appeal are important

Feel free to use these slides as an outline

Stakeholders

Include the names of the stakeholders

> students

> faculty mentor

> sponsors

Table of Contents

Begin with a Table of Contents which outlines key areas

May include:

> Project purpose and background

> Data discussion

> Project plan (can mention helpful resources, areas to investigate)

> Potential concerns and blockers

Project purpose and background

> Discuss why this project is necessary

> What problem does it solve?

> What would success look like?

> Discuss what they have tried (if relevant)

Data Discussion

> Discuss what you have learned about the data

> Are there challenges with the data? Limitations?

> What kind of data will be used (text, image, ...)

Project Plan

> Discuss how you might tackle the project
- This can be high level
- What new things will you need to learn?

Potential Concerns and Blockers

> Discuss any concerns you have with the project

> Does the project scoping seem to be fair?
  Discuss how you might rescope as needed

> Is the project clear?
  Discuss how you might clarify

> Does the data seem sufficient?
  Discuss how you might supplement data if needed

> From sponsor side, do the right people seem to be involved?

Suggestions on Style

> Limit the amount of text on each slide to a few lines

> You want your audience to mostly **listen** and not read

> The right graphics can say a lot

> Can always break up a topic into several slides

Suggestions on Delivery

> Be sure to practice!

> Practice on someone outside your group

> Time yourselves

> Be clear who will present which slides

> If a slide / idea is hard to present, refine it