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Technical Demos and Presentations

What you will be able to do:

- Prepare for a technical demo and presentation

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Presentation Skills

- You will present and demo often in the workplace, so take the time to get comfortable with this skill!

- The more you practice presenting, the better you get.

- Communication skills are as important (if not more important) than technical skills in most jobs.

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Technical Presentations

What is in a technical presentation?

- Typically

  - A problem statement

  - An overview of the solution

  - A demo

- Depending on context and/or audience, may also include:

  - Design details

  - A comparison of alternative solutions

  - Key lessons learned

  - Future extensions of the project

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Know your audience

- Know how technical your audience is before making slide

- If the audience is non-technical, consider:

    - Using less jargon and clearly define all acronyms

    - Be less detailed in your explanations of the solution

    - Display architecture diagrams at a higher level

    - Make sure the demo is straightforward and user-friendly

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Preparing: Getting Started/Introductions

- Have your presentation and demo open and ready

  - When it's your turn, don't waste time looking for files

- Make sure all presenters introduce themselves

  - Put all presenter names on the title slide

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Preparing: Slides

- Use slides to walk the audience through...
  - the problem
  - other current solutions (and why they are not solutions)
  - an overview of your solution
  - Note: you might be able to re-use pieces from your proposal for your slides

- Slides should not be cluttered
  - Use presenter notes to remind you what to say
  - Ensure text on figures are easy to read

- Put your project name and your names on the first slide.

- Put your names and a prompt for questions on the last slide.

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Preparing: Practice

- The presentation will go faster than you think

  - practice so you know you have enough time to get through everything

- Figure out what each person is going to say on each slide

  - figure out transitions so it feels smooth (e.g. don't say "next slide")

- Try recording your presentation and watching it to hear if you are talking too fast or fumbling over parts of your presentation.

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Technical Demo

What to demo?

- You demo does not need to cover every functionality

    - Pick the biggest 1 or 2 pieces of functionality

    - Demo will be from user's POV

- **Make your project look easy**

    - if you are typing things in unprompted or the information your are outputting is hard to parse, fix it before the demo

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Preparing: Demo

- Make sure you have thoroughly tested your demo

    - If new code is committed to the repo, you need to retest

    - Plan for contingencies (i.e., what if the database server is down?)

- Have your demo open and ready

    - Test it right before presenting

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Rubric

	😐	😀	🤩
Project Problem Statement	Team states problem	Team states problem and explains why it is important to their community	Team states problem and explains why it is important to their community using citable facts/statistics
Project Alignment with Problem	Team's project is related to the stated problem	Team's project clearly addresses a part of the stated problem	Team's project could make a meaningful impact on the stated problem
Technical Presentation Storyline	Presentation addresses each component in a disjointed way	Presentation clearly builds, with nice transitions, from problem to solution	Presentation tells a compelling story of how the solution fully and simply addresses the meaningful problem
Technical Presentation - Overview of Project	Presentation illustrates some of the following: - The use of an API - The architecture	Presentation illustrates all of the following: - The use of an API - The architecture	Presentation clearly illustrates: - The meaningful use of an API - The thoughtful architecture
Technical Demo - Functionality	Main functionality of the project is shown from recorded demo without bugs	Main functionality of the project is shown live with minimal bugs	The project is shown live to be fully functional and has no noticeable bugs
Technical Demo - Ease of Use	The project seems challenging to learn and/or is missing relevant features	The project seems easy to use or features are well thought out	The project seems easy to use and features are well thought out
Overall Impression	Presentation was not polished	Interactive or seamless presentation	Memorable, interactive, seamless presentation

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FAQs about logistics

1. What time are presentations starting?

2. Are all groups presenting in 1 Zoom room or will it be broken up into tracks to save time (and recordings shared later)?

3. Will listeners be providing feedback via google forms for each group?

4. When will the exact schedule be posted?

5. How much time does each group get?

6. How much transition time is between groups?

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What questions do you have about…

- Preparing for a technical demo and presentation

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