

# Technical Demos and Presentations

# What you will be able to do:

Prepare for a technical demo and presentation



## **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.





# **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



## 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



# 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



# **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.



# **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.





# 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



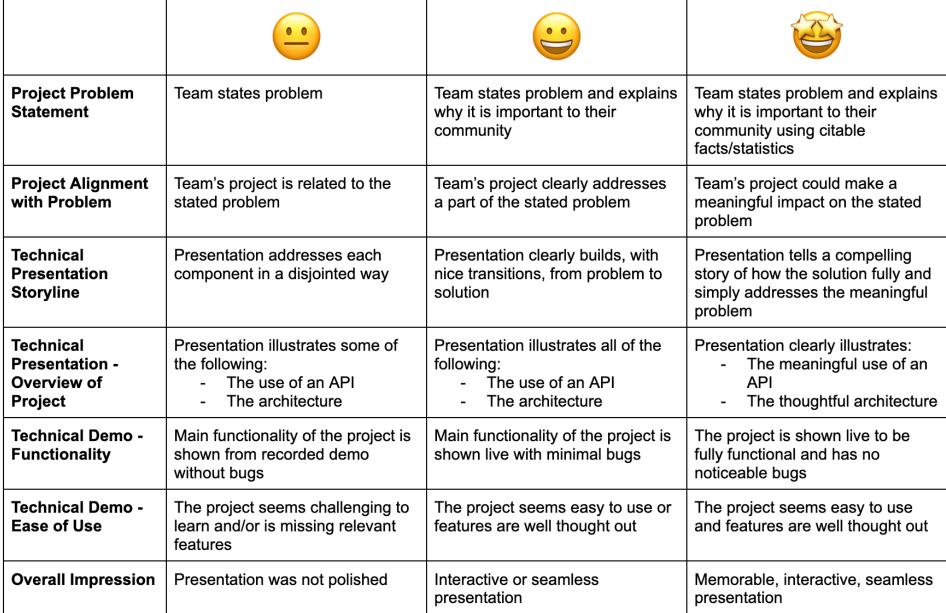
# **Preparing: Demo**

- 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



#### Rubric





# 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?

## **SEO** Tech Developer

# What questions do you have about...

Preparing for a technical demo and presentation





# Thank you!