

COMP 430/530 – Fall 2020 – Presentation Guidelines

Course project presentations will be held live, during the lecture hours in the last 2 weeks of the semester. Presentation dates for Fall 2020 are: December 29, December 31, January 5, January 7, January 8.

There are ~20 project groups, so we will have 4 presentations on each day. Each presentation should be 10-12 minutes long. There may be a short Q&A session (2-3 minutes) after each presentation depending on how much time is left. Please manage time carefully: Your presentation should be no shorter than 10 minutes and no longer than 12 minutes.

It is normal (and preferable) that your project is not finished at the time of presentation. Still, you should have some concrete insights and results that you can share with the class. Also, you can use the Q&A as feedback for your project.

Presentations will be graded out of 20 points.

Motivation (4 pts) – You should motivate your project and get the audience excited. Why is your project interesting? Why should the audience care? Why is it appropriate for this course?

Clarity and organization (4 pts) – Your presentation should be clear, understandable, and well-organized. You should speak with a clear and professional voice. Your material should be appropriate for your audience, e.g., a 3rd/4th year undergraduate Computer Engineering student or a MS/PhD student should be able to understand it.

Slides (4 pts) – Your slides should look professional. Also, they should be balanced in terms of content: Don't have too much text! Add figures, tables, diagrams.

Accuracy and depth of content (4 pts) – The presentation should be factually correct. You should use notions and terminology correctly. Also, it should add some depth to what was already covered in class, i.e., your presentation should teach something to the audience that they do not already know. Think about the outcomes and take-away messages of your project, and incorporate them into your presentation. You may also include some experiment results or preliminary analysis to support your take-away messages.

Timing and pace (4 pts) – The presentation should manage time carefully. Do not finish too early, do not exceed the time limit. In terms of pace, make sure you allocate appropriate amount of time on each topic, i.e., do not spend the majority of your time on the first few slides and then rush through the last 2-3 slides in 30 seconds.