



Project Presentation Instruction

Week 12 presentation will be conducted in public zoom session similar to regular lab sessions. Tutor in charge of the session will publish the presentation schedule including topics to the entire class. You are welcome to join the presentation you are interested in.

Below are the presentation time slot and marker for each lab.

- T20A: Tuesday 17th of November 7-9 pm, hosted by Chenhao
- T20B: Tuesday 17th of November 7-9 pm, hosted by James
- T20C: Tuesday 17th of November 7-9 pm, hosted by Nahian
- T20D: Tuesday 17th of November 7-9 pm, hosted by Iwan
- W16A: Tuesday 17th of November 6-7 pm and Wednesday 18th of November 4-5 pm, hosted by Chenhao
- W16B: Tuesday 17th of November 6-7 pm and Wednesday 18th of November 4-5 pm, hosted by James
- W17A: Wednesday 18th of November 5-6 pm in two parallel sessions
 - W17A_Group_1 ~W17A_Group_6, session hosted by Iwan
 - W17A_Group_7 ~W17A_Group_12, session hosted by James

Each group is requested to email the presentation topic to tutor in charge of the presentation session before 5:00pm Monday 16th of November, 2020. The presentation schedule will be released on Tuesday morning for all groups who have sent in their topics before the deadline.

The presentations are scheduled to happen in regular lecture and lab times. All group members need to attend the presentation. When you send your presentation topic, you may also inform your time preference and constraints within the allocated slot. For instance, groups in W16A and W16B may indicate if they want to do the presentation on Tuesday or Wednesday. The tutor in charge will try to accommodate such requests. But there is no guarantee that all requests can be accommodated.

If a group member is not able to attend the presentation at the allocated time, a formal special consideration need to be submitted and the group needs to inform the tutor for a rescheduling of the the group presentation. If a group member is absent at the time the group is called to present and the absent member fails to inform his(her) absence to other members or the tutor in charge, the group may go ahead with the presentation and the missing member(s) will receive zero presentation mark unless they successfully apply for Special Consideration.

Each group has 10 minutes for their presentation. This includes the initial setting up time and at least 2 minutes question time. The questions could come from tutor or fellow students. We expect each member to contribute to the group presentation in preparation and in delivery time. Members may receive different marks if the contributions are judged uneven. Non-contributing member may not receive presentation mark.

During the presentation, a group member needs to share the screen to show presentation slides. To avoid unnecessary transition time, we ask each group to use one screen sharing regardless of the number of presenters and the physical location of the presenters. We also suggest that you email a copy of your presentation slides to your tutor so that if you have trouble in setting up screen sharing, you can use the tutor's screen. This step is optional.

There is no form identity checking during the presentation. We ask each group to start the presentation by introducing the group members with camera turned on. During the presentation, you may turn off the camera.

The presentation will be recorded for marking purpose.