

# **Project Proposal Presentation Guidelines**

**Go through the following Guidelines and instructions related to the project Proposal presentation.**

\*Each batch will be given a max of 10+2 Minutes for presentation. Teams will be randomly chosen and asked to present. Team members shall not divide the slides for presentation, while presenting, a team member may be randomly asked to continue with the flow. All the team members should be present during the presentation and attendance is compulsory for all.

\*A Photo copy of Materials/ Published Papers/Documents/Various Resources used for deriving the problem/proposed work and objectives should be submitted to the panel members in the presentation hall.

\*Do not succumb to the PowerPoint syndrome by putting up a slide of text and then reading it to the audience. The purpose of your slides/visuals is to enhance your oral/verbal presentation, not replace it.

\*You should present to the audience in front of you, not to the systems or to the screen on the wall. Maintain a consistent design with regard to colors, font styles, and graphics.

\*Never use some simple “copy-paste” from written papers or documents. Use large, legible letters.

\*A well designed, pictorial slide can be worth more than a thousand words. As much as possible, avoid crowded bulky textual paragraphs and use bullet points, diagrams, graphs, figures, schemes, etc.

**Please take a note of the following.**

\*All the presentations will be taken on linux platform.

\*Save and get your ppts in the PDF format for your project proposal presentation.

\*Use light backgrounds in slides with font size varying from 22pt for Main heading ,20pt for Subheading and 18pt for Contents.

\*Do not use any animations in your slides.

Steps for saving ppts in pdf format in Microsoft office 2007,2010,2013.

- 1.Click the Microsoft Office start Button, point to the arrow next to Save As, and then click PDF
- .2.In the File name list, type or select a name for the presentation.
- 3.In the Save as type list, click PDF.