

ETPx

Submission Instructions

Dear ETP May2020,

We are now rebranding ETP PreSEDEX as **ETPx (ETP Exhibition)**. Groups are now required to prepare a video presentation which should be submitted before or on the 17th August 2020 (Monday); Week-12 of the semester. The guideline for video production is as follows.

1. Group to record and compile project presentation with the following sequence (but not limited to):
 - a. Group Members Introduction
To introduce each member and their roles (please include member's faces). Clearly state the member name and sequence of the presentation. I will prepare forms for you to submit the sequence of presentation.
 - b. Introduction
 - c. Literature/Design Thinking application
 - d. Methodology
 - e. Demonstration of Design Concept
Footage shoots of the work/function/process/step of the design concept from start to the end; where it shows the objective/s are well addressed
 - f. Results & Discussions
 - g. Conclusion & Recommendation
 - h. Poster showcase
2. **Appendix A** exhibit the suggested storyboard guideline for the video presentation.
3. The video should be prepared in mp4 format. The group must ensure the video upload is compatible with a typical video player.
4. The resolution of the video should not be below than 720p. Else, make sure the images are not scattered/broken and the examiner/s would not find them hard to read/see.
5. The file size for the video should not exceed 500 MB and each group are expected to submit ONLY 1 video.
6. Please closely observe a decent dressing etiquette when presenting your project.
7. ALL MEMBERS must physically appear in the video (at least at the beginning of the video – introduction), strictly following the sequence stated during the introduction part.
8. The group is allowed to edit the video to help the examiner/s understand better the project/concept. However, the group should not include any excessive editing i.e. computer-generated imagery (CGI) until it losses the originality of the project. Usage of animation/simulation is highly recommended.
9. The duration of the video should **NOT EXCEED 7 minutes**.
10. No additional cost will be provided to produce the video.
11. The marking rubric remains as what has been posted in ULearn. Group is expected to address all the items in the rubric, accordingly.
12. Video is to be uploaded through **THIS LINK (bit.ly/ETPxMay2020)** before or on the 17th August 2020 (Monday) by the group leader/representative.
13. Refer **Table 1** and upload the video at your respective division.
14. Alongside your video, please also upload the poster in pdf format in the same folder.
15. Any attempt to misconduct/sabotage/temper other groups videos/poster will cause unpleasant action before and after found guilty.

Should you have any further enquiry, kindly do not hesitate to contact us.

Thank you.

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ETP Coordinators
May 2020

Table 1: Group Division

	Folder	Group
1	Cat A	1
		2
		3
		4
		5
		6
2	Cat B	7
		8
		9
		10
		11
		12
3	Cat C	13
		14
		15
		16
		17
		18
4	Cat D	19
		20
		21
		22
		23
		24
5	Cat E	25
		26
		27
		28
		29
		30
6	Cat F	31
		32
		33
		34
		35
		36
7	Cat G	37
		38
		39
		40
		41
		42
8	Cat H	43
		44
		45
		46
		47
		48

	Folder	Group
9	Cat I	49
		50
		51
		52
		53
		54
10	Cat J	55
		56
		57
		58
		59
		60
11	Cat K	61
		62
		63
		64
		65
		66
12	Cat L	67
		68
		69
		70
		71
		72
13	Cat M	73
		74
		75
		76
		77
		78
14	Cat N	79
		80
		81
		82
		83
		84
15	Cat O	85
		86
		87
		88
		89
		90
16	Cat P	91
		92
		93
		94
		95
		96
17	Cat Q	97
		98
		99

Storyboard guideline (not limited to)

Scene	Media	Text	Narration
1	Scene shows the whole group		Group leader salutation Group leader introduce group member
2	Scene group member 1	Caption name, ID, dept	Group member 1 Name, ID, Department
3	Scene group member 2	Caption name, ID, dept	Group member 2 Name, ID, Department
4	Scene group member 3	Caption name, ID, dept	Group member 3 Name, ID, Department
5	Scene group member 4	Caption name, ID, dept	Group member 4 Name, ID, Department
6	Scene group member 5	Caption name, ID, dept	Group member 5 Name, ID, Department
7	Scene group member 6	Caption name, ID, dept	Group member 6 Name, ID, Department
8	Static slide on the sequence of presentation	Name and ID should appear. Suggest preparing a table.	Sequence of presentation 1. Member 1 present on ... 2. Member 2 present on ... 3. ...
9	Scene pans to the introduction Member 1 talk about the part.		Member 1: Introduction
10	Scene pans to the literature Member 2 talk about the part.		Member 2: Literature/Design Thinking application
11	Scene pans to the planning and methodology Member 3 talk about the part.		Member 3: Planning and Methodology
12	Member 4 explain about the design concept. Can do voice over.		Demonstration of the Design Concept – simulation/animation • Overview • Start/End Function/Data/Process (if any)
13	Scene pans to the result Member 5 talk about the part.		Member 5: Results & Discussions
14	Scene pans to the conclusion Member 6 talk about the part.		Member 6: Conclusion & Recommendation
15	Scene pans slowly to the poster. Provide ample time for each part.		Poster showcase
16	Acknowledgement	Thank you SV and examiner for their time.	Closing remarks.