**IMAT3451 - Guidelines on the Viva Examination (Presentation/ Demo)**

1. **Important notes regarding the Viva**

Please note the following:

**- students that fail to attend the viva examination will be given an overall project mark of zero percent;**

**- if during the viva examination a student cannot demonstrate an understanding of the work that has been submitted in their name they will fail the viva examination and will be awarded a mark of zero for the components they cannot explain.**

1. **Timing**

The demo/presentation lasts for 30 minutes; this is essentially 20 minutes for the presentation itself and 10 minutes of questions. You may choose to answer questions as you go along or to answer them at the end, whichever you feel more comfortable with. If you choose the former, we will interrupt (politely) as questions occur to us; if you choose the latter, we won’t say anything during the demo until invited to do so.

The start time and duration of the demo/presentation are rigid. If you turn up 5 minutes late, you will only have 25 minutes. You are very strongly advised to have everything up and running before the start time for the same reason. You will get one warning if you are close to running out of time; if you run over by more than a couple of minutes, we will I’m afraid have to just leave. Have a couple of practice run-throughs beforehand to check that the timing is about right, remembering that it takes longer to deliver to people than to an empty practice room.

1. **Appearance**

You will notice people getting dressed up for their demos/presentations; typically these are business-type presentations where such things matter. If you are doing a demo of a software product, appearance is less relevant.

If looking smart makes you feel better or more confident, by all means do so; if not, don’t bother. It will make no difference to the assessment.

1. **Delivery**

Lots of different delivery styles can work well. Some people are natural performers, others are more reserved and formal in these situations. You just have to be who you are.

However, remember that enthusiasm is very infectious. If you are pleased with your project, show it. Bring out the positive aspects and make sure you highlight any bits you are particularly proud of.

You can very much influence what questions any listener will ask by the emphasis you put on different aspects.

1. **Content and Structure**
   1. **Development and Hybrid project demos**

You want to achieve three things with your demo:

* tell the audience about the major aspects of your project e.g., what it does, why you did it, what the hard bits were and how you overcame them.
* show the product in operation in a way that illustrates the major functionality.
* hopefully, let us play with it.

It is not a formal presentation, so a formal introduction is not strictly necessary but telling the audience who you are and what your product does make a convenient starting point.

If you want to use PowerPoint (or similar) to tell the audience about the major aspects of the project first, feel free to do so, but don’t spend too long on it. Remember that it is foremost a demo and not a talk.

It is often successful to combine the talk with running the product because then you have something concrete to illustrate what you are talking about.

If we are allowed to play with it, structure how we do it – don’t just let us loose because we’ll waste time working out how to do it. Suggest a couple of functions and suitable test data to input. Don’t worry about us breaking it. We might, but we aren’t really looking to do so.

* 1. **Research project presentation**

You want to achieve three things with your presentation:

* tell the audience about the major aspects of your project e.g., what you investigated, how you researched, why you did it, what obstacles there were and how you overcame them.
* present the research and its results, demonstrating your understanding of research and suitable research methods.
* show how your research answers the research question you started with and how it relates to its context i.e., other related published work.

It is not a formal presentation, so a formal introduction is not strictly necessary but telling the audience who you are and what your research is about makes a convenient starting point.

When presenting your research project, remember to say a little about the major aspects of the project, but don’t spend too long on it. Most of the presentation should be about the research, results and conclusions.

Leave some time at the end for us to explore the research and what it tells you; an interesting research project may well generate a fair bit of discussion.

1. **Planning**

Preparing the demo/presentation should not take a vast amount of time but you do need to do it.

* Draft out a plan of what you are going to cover. Work out what you are going to say and what you are going to do for each stage. If you don’t you will either waffle interminably or dry up far too soon.
* Do at least one dry run beforehand IN THE ENVIRONMENT YOU ARE GOING TO USE FOR THE DEMO.
* Don’t make even the most trivial change to the software the night before.

1. **Final Remarks**

Remember that you really have almost everything going for you:

* you know more about this project and its product/research than anyone else.
* you have a sympathetic audience that is not out to trip you up.
* you have pretty much complete control over how you organise it.

1. **Setting up the Viva Examination**

You need to arrange your viva with your supervisor by week 27. The viva examination should take place between week 31 and week 33. The viva is attended by both the supervisor and the 2nd marker and it may be difficult to find a suitable day and place. Please be responsive; check your e-mail frequently as it is quite likely your supervisor will contact you via electronic means to schedule this.

Please be proactive; if your supervisor doesn’t contact you, take initiative and contact them first.