

Guidelines for

Proposal Presentation: 25 November 2020

Presentations of the ICT senior projects are given to an audience of ICT faculty members and students.

1. Each team must prepare 3 copies of the slide presentation for the committee members.
2. Each team has about 25 minutes for a PowerPoint presentation (15 minutes) and questions (10 minutes).
3. Each team should try to test your equipment or install presentation files before the presentation time or during the break time to avoid the delay.
4. Scores for the proposal presentation are based on Quality of Work, Level of Progress, Presentation Language, Q&A.
5. The presentation should follow a format that is similar to the first few chapters of the senior project proposal document. Here is an example outline to follow
 - Introduction
 - Project objectives / goals / targets
 - Literature review
 - System design / architecture / methods / algorithm/ game design
 - Implementation / Current work process
 - Initial results (if available)
 - Conclusion and discussion (if available)
 - References
6. Below are some general guidelines for preparing your slides:
 - A rule of thumb is that you have roughly one slide per minute of presentation time.
 - Have all slides prepared ahead of time.
 - All fonts must be large enough to be easily seen by committees.
 - Avoid using an excessive amount of text; write brief phrases rather than paragraphs.

- Write down all the important points; do not rely on the audience hearing everything you say.
- Use bullets with each phrase.
- Use diagrams and figures as much as possible; pictures are more interesting than words.
- Make the visual materials as interesting as possible; make effective use of font style and color.

7. Some general guidelines for your verbal presentation:

- Be prepared! Practice, Practice, Practice!
- Speak slowly and clearly.
- Face the audience; try to look each part of the audience at some point during the presentation.
- Use note cards if necessary, but only as a last resort. A good set of slides should remind you of what to say in between the text on the slide.
- Avoid excessive movement; it distracts the audience
- Use a laser pointer to make the audience look where you want them to.

****Please discuss with your advisor in details****