### CE 365K Design Project Presentations

#### Presentation guidelines

* You must have your material presented using **Powerpoint** slides.
* If you have animations included in your Powerpoint, make sure that the **additional files** (e.g. .avi) are included with your Powerpoint slides or they won’t be viewable in the classroom.
* Your powerpoint presentation should be in a file named **TeamX.pptx**, where X is the number 1, 2, 3, etc. I must have your file by **11AM** on the day of your presentation. Please upload the presentation to Canvas in the Assignment **Term Project Presentation** or bring it to my office ECJ 8.610 on a thumb drive.
* You will have **15 minutes** for your talk – I would like all the members of the group to have a part in the presentation so that the whole team is at the front of the room while you are presenting.
* People are **visual communicators** – we see things through our eyes much faster than we hear things through our ears. A deaf person should understand your story just from looking at your slides.
* Construct a **story board** of your talk before you create any slides. This is a sheet of paper that is divided down the middle and has the sequence of your thoughts on the left side and the sequence of visuals that the audience will see on the right hand side.
* Presentation style, like writing style, is **very personal**. This is your story and only your group can tell it your way.
* A **simple slide** can be presented in 30 seconds; a **complex slide** will take at least 1 minute. Don’t have too many slides!
* Use **pictures** and **diagrams** wherever possible, they are more effective than words on slides
* For slides with just words on them
	+ Have a maximum of **five** bulleted points, four is better than five.
	+ For each bulleted point, have a maximum of 10 words, preferably 5 or 6 words, **less is better** than more
	+ Highlight in **color** the one or two key words in each bulleted phrase
* Its ok to be nervous, it means you are focused!
* Its ok for your presentation to be a “progress report” of what you have done so far, and you can indicate what still remains to be done before your paper is completed.
* I will send you via Canvas an evaluation of your presentation and a grade out of 10 points.
* Good luck!!  I’m sure your talk will be great!