

Final Presentation



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ECE Day Presentation

- **Part A: Presentation**
 - Formal presentation in the auditorium
 - Presentation only, therefore, presentation needs some visual display of the final product with video clips for example
- **Part B: Poster Board + Demonstration**
 - A table is set up for each team
 - A poster board is set against the wall
 - Demo system in front of the poster board

Final Presentation Format

- **Cover (1 slide)**
 - Title and Members
- **Background (1 - 2 slides)**
 - Background of the project (industry, technology, customer, etc)
 - Needs and demands in customer's point of view
- **Problem Definition and Formulation (1 - 2 slides)**
 - Refined Problem Definition in Engineering point of view (1 slide)
 - Design Requirements (1 slide): emphasis on constraints
- **Current Status of Art (1 - 2 Slides)**
 - Prior art and available technology, weakness, etc
- **Solution Generation (1 - 2 slides)**
 - Explanation of the solution with schematics and diagrams
- **Solution Implementation (3-4 slides)**
 - Assigned tasks for solution implementation
 - Photos, screen shots, circuit diagrams, etc, etc.
 - Testing of the integrated system
- **Evaluation of the Solution (1 slide)**
 - Performance of the system against design requirements
 - Discussion on the performance.
- **Costs and Resources (1 slide)**
 - Bill of parts
 - Resources used and provided
- **Conclusion (1 slide)**
 - Crisp and clear summary of the project

Poster Preparation

- Title should quickly orient the audience.
- Poster should quickly orient the audience to the subject and purpose.
- Specific sections such as the results should be easy to locate on the poster
- Design the individual sections of a poster so that they can be quickly read.



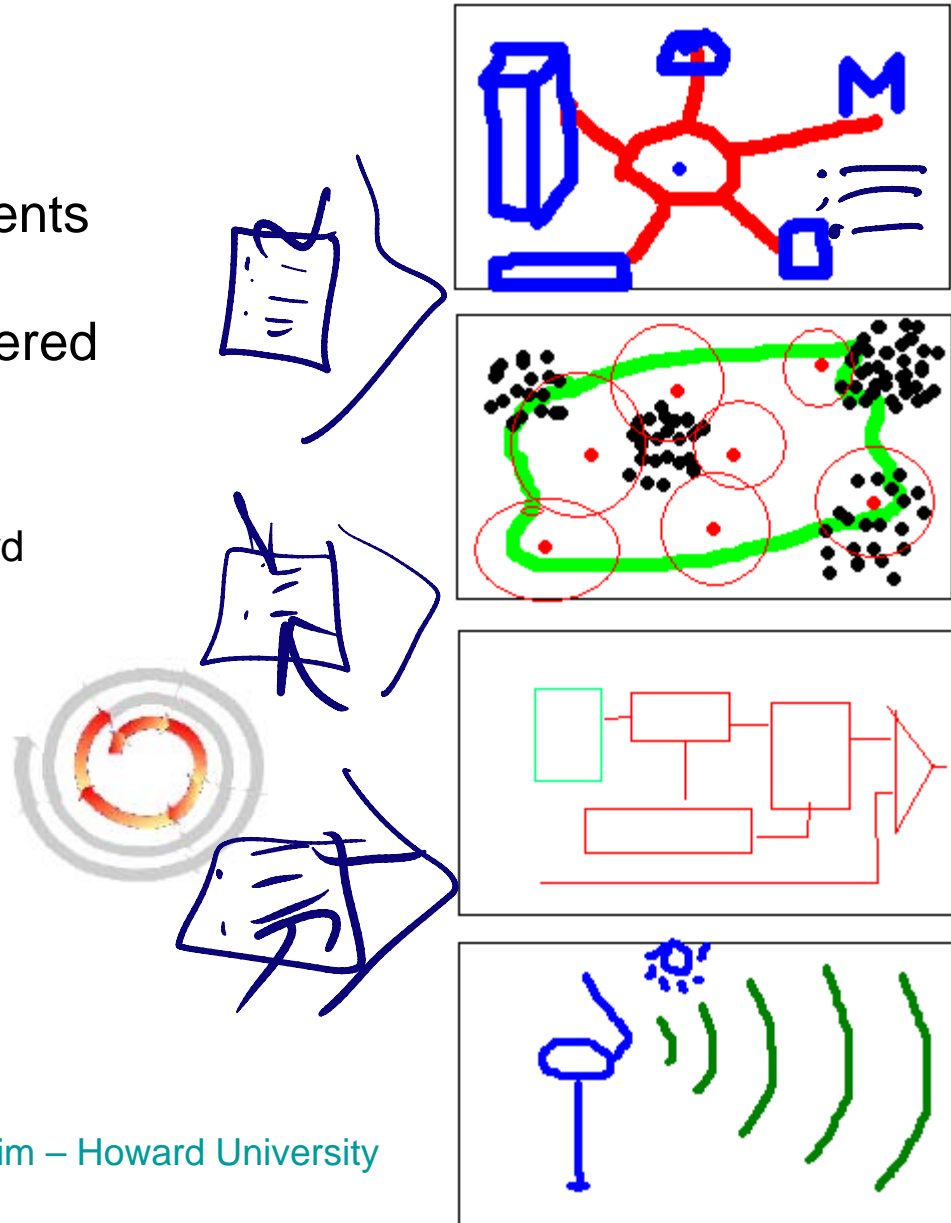
Now, some additional and helpful tips on presentation

Slides are for Presentation Assistance

- One nice figure is better than a thousand words.
- Discrete, not continuous
- Much more visually-oriented
- Layout and Appearance are critical
- Paired with Live Communication
- Slide Storyboard
 - Deep Outline → Rough Layouts for slides → Storyboard

Construction of Presentation

- First Cycle
 - Audience and Requirements defined
 - General topics to be covered identified
- Second Cycle
 - Generation of a slide storyboard
- Third Cycle
 - Detailed Design
- Later Cycles
 - Editing based on dry run



3 dimensions of Oral Presentation

- **Content**
 - Correct delivery of key messages
 - Know your subjects
 - Do your homework
- **Visuals**
 - “Everything on a slide must contribute to its purpose”
- **Delivery**
 - Effective Presentation
 - Strong Role of Body language, tone, and other nonverbal cues

Presentation Content

- Effective use of repetition through the presentation
- Outline early, Summarize the key points at the end
- Necessary amount of information to convey message – Important highlights
- Hold audience interest: reinforce the motivation for the work being presented.

Presentation Visuals

- Start from storyboard
- Begin from the objectives of presentation
- Determine the purpose of each slide
- Make sure that everything on the slide contributes to its purpose
- No more than 2 ideas per slide
- Replace a text-dominated slide with a simple figure with legend
- Bulleted lists
 - Show contents without writing complete sentences
- Spell out acronyms and abbreviations
- Avoid unnecessary animation – use only that assists the clarity of presentation
- **NOTE –Visuals are an aid to the presentation. So you have to be able to talk and present (even without the aid)**

Presentation Delivery

- Remember “You are better presenter than you think”
- Present in a relaxed, yet professional way
- Convey precise technical information clear to audience
- Practice, Practice, and Practice

Delivery Tips - Voice

- Avoid reading slides word for word
- Project your voice and keep your head up and speak so that those in the back of the room can hear you
- Speak at relaxed pace
- Avoid repeat sayings: “**basically**”
- Maintain precision
- Use complete sentences when speaking and avoid pausing for too long
- Strong and Impressive Conclusion

Delivery Tips – Posture and Body Language

- Maintain Eye Contact with audience
 - Pick 3- 4 people in different places, & rotate
- Avoid twitching, swaying, or snapping fingers
- Avoid **your hands in pockets** or crossing arms
- Dress appropriately

Delivery Tips – Answering questions

- Cannot be fully planned ahead of time
- Try to anticipate questions
- Advice for handling questions effectively
 - Make sure you understand the question
 - Knowledgeable humility is the best ally
 - Avoid belittling question asker
 - Use questions as a means of clarification
 - Learn from the questions
 - If you don't know the answer, say so.
- Repeat the question, in a large room, so that everyone knows what it is

Team Presentation

- **Format**

- Equally divided presentation times
 - First, tell the audience who is going to talk on what
 - Take turns
 - Then, the first person concludes
- Dialogue Style presentation
- Tag team presentation
 - Anchormen and remote correspondents

- **Tips**

- Plan ahead and do practice, a lot.
- Everyone should share the presentation
- Smooth Transition from a presenter to another
 - A presenter should wrap up own segment,
 - then build a bridge that links what they said to the next
- Decide Position and Roles in advance
 - how you will position yourselves
 - who will be where and
 - what they will do while another member is speaking?
- Take pains to make sure that
 - everyone in the group is doing their share
 - Everyone performs well on your presentation

Effective Technical Communication

- Precise and Complete
- Grab and hold audience interest
- Present materials understandable by audience
- Preserve simplicity
- Eye Contact
- Check Audience
- Be Prepared
- Practice and take pains
- Roles and Smooth Transitions

