ECE 477 Final Presentation Specifics

- **Each team will be required to give a formal 15-minute presentation on their design project that will be archived on the course web site**
- **All team members should participate in their team's Final Presentation as equally as practicable**
- **All Final Presentations will be in room MSEE 184**
  - **the session for morning MANLAB will run from 9:00 AM until NOON on May 7 (Wednesday)**
  - **the session for afternoon MANLAB will run from 9:00 AM until NOON on May 8 (Thursday)**
  - **attendance for the entire three-hour session during which you are scheduled to present is required (barring an excused absence)**
- **PowerPoint presentation slides should be posted on your team webpage, along with a link to your YouTube demo video (do not integrate link to video into PPT slides)**
- **Presentations will be captured in rich media format (dual video streams): high resolution PPT slide capture plus presenter/demo video**
- **Two computers will be used for your presentation (please do not attempt to use your own computer/software due to potential aspect ratio issues):**
  - **laptop PC for viewing/sequencing your PPT slides**
  - **podium desktop PC for running your demo video**
- **The following outline must be followed (times are approximate):**
  - **Title slide/team introduction (pictures of team members should be on title slide, and annotated with names) – 1 minute**
  - **Project description and underlying motivation – 1 minute**
  - **Block diagram – 1 minute**
  - **Summary of technical design challenges faced, and how they were addressed – 2 minutes**
  - **Individual contributions (1 min/team member = 4 minutes total)**
  - **Video demonstration of project specific success criteria (note that the PSSC statements should be integrated into the demo video, but it is not necessary or desirable to "read" them) – 4 minutes**
  - **Questions/discussion – 2 minutes**

Note that this is a FORMAL presentation that will be archived on the course website – please dress accordingly (minimum: *business casual*). Also, *rehearse* as well as *time* your presentation – carefully plan your opening and closing statements (avoid starting with "Yeah, OK, we are Team…" or closing with "I guess that's it…") and practice loading/cueing your slides and video. The demo video quality will significantly impact your grade – be sure your video is *clear*, *in focus*, and *steady* (use a tripod where appropriate). Finally, be sure to *look at the camera* when you are presenting (do not *look at* or *point to* the projection screen) and *speak up.*

Final Presentation Evaluation: Team ID _____

CRITERION	SCORE	WGT	PTS	Comments
Title / Introduction	1 2 3 4 5	X1		*team photo w/ names, include illustrations/visuals*
Project description and motivation	1 2 3 4 5	X1		*picture worth 1K words*
Block diagram	1 2 3 4 5	X1		*fill screen w/ diagram*
Summary of design challenges faced	1 2 3 4 5	X3		*technical challenges only*
Individual Contributions – Team Member 1	1 2 3 4 5	X1		*slides should be detailed*
Individual Contributions – Team Member 2	1 2 3 4 5	X1		*technical contributions*
Individual Contributions – Team Member 3	1 2 3 4 5	X1		*be specific*
Individual Contributions – Team Member 4	1 2 3 4 5	X1		*do not ramble*
Demonstration video	1 2 3 4 5	X5		*do not read PSSC*
Technical content	1 2 3 4 5	X2		*design challenges, contributions, and video*
Quality and use of visuals	1 2 3 4 5	X1		*slides and video*
Organization/use of allocated time	1 2 3 4 5	X1		*well rehearsed*
Professionalism/presentation style	1 2 3 4 5	X1		*appearance and fluency*
	TOTAL			Maximum: **100**

Instructor Comments:

This is an archival <u>video</u> presentation – emphasis should be on use of <u>visuals</u> vs. "<u>lots of text</u>"

Each slide should "fill the screen" – size figures/text appropriately

Be careful about color combinations – e.g., avoid black text on dark background, or black backgrounds for schematics/layouts

Do not read slides to audience

Look at ("look into") camera and speak up (do not "mumble")

Be sure to check audio level/quality of demo video in advance (best to not have to "speak over"); also be sure to delete any automatically inserted commercials once your video is cued

Use electronically captured "screen shots" rather than "screen photos" whenever possible

Individual presenting should be "front and center" (on mic, on camera)