

# EE398 Project Presentations

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- Sessions
  - Tuesday, March 11, 2:15-3:30 p.m., Skilling 191
  - Thursday, March 13, 2:15-3:30 p.m., Skilling 191
- Presentation time (hard limit): 20 minutes
- Schedule has been sent out by email



# Preparing Your Slides I.

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- Recommended program: *Powerpoint*
- Prefer landscape to portrait format
- Use pictures instead of text, where possible
- Maximum of six to eight „information chunks“ (e.g. bullets) on one slide
- Use large fonts: this is 24 pt Helvetica, a sans serif font
  - this is 20 pt Helvetica, a sans serif font
    - this is 18 pt Helvetica, pretty small already
      - *can you still read 18 pt in the back of the classroom?*
        - » Courier 12 pt is much too small



# Preparing Your Slides II.

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## ■ Color

- Use with moderation or not at all
- Color contrast without brightness contrast is not readable
- Avoid playful background

## ■ Make sure your talk is not too long

- Allow no less than 2 minutes per slide
- Practice and improve your presentation several times, using a small peer group



# Outline and Conclusion

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- Attention of audience peaks at the beginning and the end of your talk
- Present an outline of your talk at the beginning
- Highlight the most important points of the talk in the final slide "Conclusions"

*Golden Rule of Journalism:*  
*Tell them what you will tell them.*  
*Then tell them.*  
*Then tell them what you have told them.*



# Presentation

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- We will provide the lap-top
- Email your ppt file at least 24 hours before presentation to TA
- Maybe meet with TA beforehand to assure that presentation looks o.k. (e.g., videos)
- Hand out copies of your slides
- Groups pick ONE presenter
- Speak loud and clear and in full sentences
- Look at your audience
- Use a pointer



# Project report

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- Should be submitted as pdf
- 2000 words typical, 4000 words max., not including references.
- Use IEEE conference paper as model
- Include graphs, pictures, and references.
- Groups submit ONE report, with a break-down of who did what as an appendix to the report.
- Details of submission to be announced.
- Deadline: **Thursday, March 13, midnight**

