Guide and Tips
Senior Thesis Final Presentation

Time Slot: 20 minutes (12-14 minutes Presentation; 5 minutes Q and A; 1 minute change over)

- Prepare a presentation outline which covers the content to be presented and serves as a reminder for presentation sequencing.

- Be aware of the presentation mechanics…"lock in" your format, fonts, backgrounds, line types, etc., using the "pack and go" or embedding features of Power Point. This avoids problems with presenting with a different version of Power Point relative to the version used to create it.

- *Saving Your Presentation.* Computer workstations will be set-up for your preparation and practice in the rooms scheduled for presentation the week before presentations. Depending on which room you will present in, you should load your presentation on the appropriate computer a minimum of the day PRIOR TO your presentation date. Folders will be set-up on the C-drive to accommodate your presentation. On the day of the presentation you will not be able to log on to the computers with your personal account; so be sure you presentation is loaded properly on the C-drive (in the correct folders). Check presentation to be sure it works properly.

- Prepare and bring with you an electronic copy / backup of your presentation. Do not depend on access to the P or Y drive on the day of the presentation.

- Be sure to introduce yourself and your project at the beginning of the presentation. Approach the introduction as if the audience has not met you and is not familiar with your building/project. For example, identify yourself as an AE student of such and such an option etc.

- It is recommended that you discuss a brief outline of your presentation (1 slide)

- Make sure you discuss YOUR design and project criteria/goals. The jury will be looking for this to ultimately see if you accomplished what you set out to do.

- Watch your color combinations for background, graphics, text, etc. Some combinations are not appropriate for a professional presentation. Check your slides using the projector (sometimes colors show up differently when projected), and get another opinion if necessary.

- Avoid too much text. It is boring, lacks imagination, and detracts from your presentation if the audience has to read large amounts of text. Stick to simple, bold graphics and summaries where possible.

- Speak to the audience…move around a little…don't just stand there reading the monitor.

- Talk at a normal or slightly increased rate…change speed, pitch, pause, point, etc. when you want to make a specific point for the audience to remember. Most students do not use the electronic pointer in an effective fashion. Use it to focus your audience on a particular point and to save presentation time by pointing out the feature you want rather than having the audience read the entire slide each time.

- Speak so you can be heard…due to acoustics, computer noise, air conditioning, etc. most people have to speak louder than normal and in some cases you might have to exaggerate the level.

- Practice frequently and be prepared, but you don't have to memorize. Don't use note cards. Add "dummy" title slides or graphics, etc. to remind you of topics and to pace the presentation.

- Watch your time! Practice to hit that 12-14 minute time range.

- In the presentation, **you must have a final conclusion and/or recommendation and a solid ending**.

- *Tip for Q and A*. When answering questions, repeat the question or paraphrase the question as part of the answer for the benefit of the other audience or juror members who may not have been able to hear what was posed.

- At the time of your presentation, you must submit one (1) copy of your presentation slides (6 slides per page; black and white or color) to the Faculty Moderator.

Revised 2/28/07