APPENDIX 7-4

Presentation Guidelines and Checklist for Graduate Students

The opportunity to make a technical research presentation before a group of industry representatives is not afforded to all graduate students. **When you make your presentation about your research which is the primary goal,** you are also presenting and selling yourself. Even though you may not be hired by any one firm in the center, you are practicing for the future and the contacts you make may be very valuable. Don't sell yourself short or fail to recognize the opportunity.

___ **Outlineyour talk with the guidance of your faculty advisor.** (Appendix 2-5)

- For your **talk** and your **overheads or slides,** include: Your **name** and your **advisor's** name; **Title** of the research; **Goals/objectives; Relevance** to industry, and to center goals, plans or road maps of technology in your field of research; **Progress** to date or since last time; **Difficulties** encountered; **Results; Plans** for the future; **Acknowledgments,** e.g., the center for supporting the work, individuals or company or companies for providing assistance, materials, etc. Be sure that your talk can be given within the time indicated. Allow for questions. (See presentation feedback sheet.)
- At the end of your talk, **ask if there are questions.** This question and answer interaction is very important for both your research work and yourself. It is helpful if you arrange with someone to take notes for you on the questions for future reference.

___ **Preparation of your slides or overheads.** (Use information which is applicable.)

- Check for readability in the place you will make the presentation.
- Keep the phrases short and to the point. Minimize the use of complicated formulas.
- Check the sharpness and readability of the slides or overheads from where the audience will be siting.

- Provide **copies** for distribution to the audience before your talk or according to center deadlines.
- Watch for dark slides. If it is necessary to reshoot your slides, "bracket' them first to save time. It is helpful to the projectionist to have a brief description of slides available if, during the questioning, you need to instruct the projectionist to switch to it.
- It works best to advance your slides yourself with a hand held control.
- Experience has shown that it is best to use a microphone especially in large settings; the voice does not tend to drop off when speakers turn to look at their slides or overheads if a microphone is used.
- Check to see if others use a consistent graph plot format.
- Ask questions, especially of students who have presented before. Team work is essential.
- Have your name, academic background, research topic and expected date of completing your program up front in your slides/overheads.

___**Rehearsal and Presentation.**

- Complete the dry run in the actual setting if possible; Rehearse 3 times if possible before a critical audience, e.g., professor/peers.
- Use a pointer (metal, wooden or laser) with overhead or slides on the screen. **Do not** use the pointer, your hand, or pen directly **on the overhead screen projector. Use a pointer on the screen.** Position yourself with your best side to the screen and face your audience, e.g., right-handed stand to the right of the screen as the audience sees you. Dress professionally.

___ **Technical,Poster and/or Review, Question and Answer Sessions.**

- Have research notebooks available for reference.
- Take notes and write down who asked the questions.
- Ask for business cards at review and poster for future reference.

- Have your name, academic background, research topic, and expected date of completing your program posted.

___ **Debriefing.**

- Meet with your faculty advisor to review the results and make plans for the future. Also obtain feedback and notes from your student partner.

___ **Use of the presentation feedback sheet is suggested.**

- This can be used in both rehearsal and in the actual presentation.

___**Other ideas, add below:**

APPENDIX 7-5

Executive Summary for Technical Presentation*

Executive Summary
for
CPAC Sponsor Meeting

Principal Investigator:

Research Associates:

Goals of Presentation

Highlight Accomplishments
Provoke Pertinent Questions
Encourage Applications & Support
Increase Understanding
Provide Interesting Presentation

Technical Basis of Project

Equations:

Theories:

Previous Accomplishments

Lab established
Grad Students recruited
Equipment ordered
Prototype built
Prototype calibrated
Initial test results

Recent Results

- Graphs
- Charts
- Pictures
- Data
- Illustrate the last six months of research

Implications of Results

Possible Applications:

Impact on Industry:

Future of Project

Short term plans & ideas:

Long range plans & ideas: