

IMPORTANT INFORMATION ON PRESENTATIONS (DECEMBER 7-8 2016)

Presentations to coordinators will take place on Wednesday, December 7th and Thursday, December 8th. Below, please find important information on presentations:

- 1) Each group should submit their proposal presentation file to < e477@bilkent.edu.tr > by December 7, Wednesday 8:00 am, if you are presenting Wednesday, or Thursday by 8:00 am for the remaining groups. These files will be loaded to the same computer to save some time. You could test your presentation document on Wednesday at 10:00 am in room EA 409, if necessary.
- 2) The objective of this presentation is to describe the problem definition, approach planned and deliverables as decided in the previous presentation with company advisors, academic advisor and coordinator. Of course, one can expect some changes by mutual agreements in later stages; however this will be the agreement to follow.
- 3) Presentations will be in English. Actually, unless otherwise asked, all the presentations not involving representatives of the organization you are working with will be in English.
- 4) The time we expect you to spend on your presentation is 10 minutes, at most. Moreover, the total time allocated to a group for these meetings will be 15 minutes. Make sure that you present considering the objective stated in 1). We want you to complete your presentation with a detailed time plan of the project – when are you expecting your main activities to be completed. Of course, we expect this project plan to be updated from the one available in your Proposal Report and/or previous presentation to include changes and refinements in the problem definition.
- 5) We have a very busy schedule. Every group must be present in front of the room EA 409 five minutes before their scheduled time.
- 6) Additional issues for the presentation you will make:
 - a. Please make sure that you present appropriate level of detail and technical content to convey your ideas.
 - b. Please, make sure that you use a professional tone of language.
 - c. Make sure that you present summary of changes compared to Proposal Report in your first slide.
- 7) Additional issues to consider for the meeting:
 - a. The meeting is expected take at most 15 minutes.
 - b. Make sure that you respond to issues raised and questions as a group.
 - c. Make sure to take notes of the meeting