

Information on Proposal Presentations

Proposal Presentations will start next week. The meeting is expected to take about an hour, sometimes an-hour and a half. Make sure that you do not have any other obligations scheduled.

It is important that you are ready 10-15 minutes before the presentation in the correct location (room) as a group and you are responsible to ensure that you have the computer setup necessary for your presentation running without a problem and you are on-time.

Below, please find useful information on presentations:

- 1) The objective of this presentation is to make sure that all sides are in agreement with the problem to be tackled and what to expect at the end (problem statement and deliverables). Of course, one can expect some changes by mutual agreement in later stages; however the main roadmap of the project work is expected to come as a consequence of these presentations.
- 2) Presentations will be in Turkish. Actually, unless otherwise asked by the organization, all the presentation involving representatives of the organization you are working with will be in Turkish.
- 3) Prepare your presentation with preferably two students presenting. More than two is not acceptable for such short presentations.
- 4) It is likely that there is a time gap between your Project Proposal Submission due-date and Proposal Presentation date. To cover the work done during this period, please prepare and submit an informal short hand-out in English (preferably in bullets), which states what you have done during this period, the parts of the presentation which are different) than the proposal – such as new formulation, additional information, delete some parts which you think is no longer valid, etc.
- 5) The time we expect you to spend on your presentation is about 20 minutes. In case questions are asked during your presentation, make sure that you do not exceed 30 minutes by eliminating some of the slides you prepared. Make sure that you present the most pertinent parts of your Proposal and any additional work after submitting the Proposal, while considering the objective stated in 1). Before preparing your presentation, make sure that you check the document “IE477 Fall 2019 Information of Project Proposal”.
- 6) Make sure that your deliverables are stated as clear as possible.
- 7) We want you to complete your presentation with the time and work package plans of the project – what you are expecting to do in each work package and when are you expecting main activities (work packages) to be completed.