

IE477 FALL 2019

IMPORTANT INFORMATION ON PRESENTATIONS (DECEMBER 2-6 2019)

Presentations to coordinators will take place on Monday December 2nd, Wednesday, December 4th and Friday, December 6th. Below, please find important information on presentations:

The **contact persons** will receive a Doodle link to their emails registered at the ie477-cp mailing list on Wednesday, November 27th at 13:15 to reserve a 15-minute time slot for the coordinator presentations. The available time slots are:

Monday December 2nd EA - 202	Wednesday December 4th EA - 409	Friday December 6th EA - 409
13:45	15:00	15:00
14:00	15:15	15:15
14:15	15:30	15:30
14:30	15:45	15:45
15:15	16:30	16:30
15:30	16:45	16:45
15:45	17:00	17:00
16:00	17:15	17:15

This system works as a first come first served basis so if you have a conflicting schedule such as classes or exams coinciding with some of the time slots above you need to act fast to reserve a time slot that is good for all group members. Make sure you register an account from Doodle and login to Doodle from that account before you reserve a slot. Otherwise your reservation may be overridden by another group.

- 1) Each group should upload their proposal presentation file to the link sent by the system. These files will be loaded to the presentation computer to save some time. This means:
 - You will not be able to connect and use your own computer.
 - You will not be able to load your presentation using a USB Flash Drive or from a cloud drive.
 - You could (and indeed should) test your presentation document at least 15 minutes prior to the first presentation of the day at the presentation room.
- 2) The coordinators have a very busy schedule. Every group must be present in front of the presentation room at least five minutes before their scheduled time.
- 3) 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.

- 4) Before preparing your presentation, make sure that you check the document “IE477 Fall 2019 Information of Project Proposal”.
- 5) It is likely that there is a time gap between your Project Proposal Submission due-date, Proposal Presentation date and the current presentation. To cover the work done during this period, please prepare and submit an informal short handout in English (preferably in bullets), which states what you have done during this period, the parts of the current presentation which are different the Proposal Report and Proposal Presentation, including the agreement reached with the Industrial Advisor during the Proposal Presentation). You are expected to include these changes in your presentation to the course coordinators – please, do not mention the history, unless asked, only give the current account.
- 6) Make sure that your deliverables are stated as clear as possible with dates.
- 7) 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.
- 8) Additional issues for the presentation you will make:
 - Presentations are in English.
 - Prepare your presentation with preferably two students presenting. More than two is not acceptable for such short presentations.
 - Make sure that you present the list of changes (a summary of the handout mentioned in item 5) above) with dates of the report submission and previous presentation.
 - Please make sure that you present appropriate level of detail and technical content to convey ideas.
 - Please, make sure that you use a professional tone of language.
- 9) Additional issues to consider for the meeting:
 - The meeting is expected take at most 15 minutes. **The time we expect you to spend on your presentation is 10 minutes.** Make sure that you present considering the objective stated in (3).
 - Make sure that you respond to issues raised and questions as a group, rather than individually. It is possible that you do not have an answer – do not force yourself to respond in those case, but just state that you will consider in the future.
 - Make sure to take notes during the meeting.