

IE 477 Fall 2020 Tips on Presentations

The below tips are for all presentations you are going to have for IE477-478. Additional tips may be supplied when necessary.

- 1) Presentation is a useful tool for exchanging ideas and for making sure that all interested parties have a common understanding. A presentation is one of the tools you must describe your work and get feedback. It is not an oral exam but will be a part of your group's assessment.
- 2) Always remember the objective of a presentation while preparing slides.
- 3) Make sure that your presentation is factual – you write, claim using those facts.
- 4) Most of the issues you present may have a history – please do not tell the history but focus more on the current state of the affairs and/or conclusions/results you have reached.
- 5) Do not necessarily present everything you did. Always recall the objective and time limitation.
- 6) Appropriate use of figures, tables (with information describing details) is usually very useful – is an efficient way of telling a long story short as long as you give sufficient time in your presentation to describe the audience the essence of the table or the figure. Do not expect the audience to immediately realize what the figure or table is explaining (for figure describe what you plot; for table describe the columns, rows).
- 7) Make sure that you present your work within the time limits you are given. Of course, you can ask the discussion of those parts not presented during Q&A part of the presentation.
- 8) Always prepare back-up slides in case it is needed. Sometimes, technical details might be difficult to convey in short presentations and you may prefer to give a summary during the presentation. However, make sure that you have detailed version in the back-up slides, as well as any other issue you think is important to be a part of the discussion to follow your presentation.
- 9) Please make sure that you present appropriate level of detail and technical content to convey your ideas.
- 10) Please, make sure that you use a professional tone of language. Do not plan for long introductions –make sure that you present the names of everybody in the beginning (without a ceremony) of the presentations.
- 11) Make sure that you respond to issues raised and questions as a group.
- 12) Make sure to take notes of the meeting. This will be the main feedback you will receive.
- 13) There are no format requirements for presentations unless otherwise stated. However, make sure that you have a title page with the project title, names of the members of the project team written alphabetically according to their surnames, Names of IA and AA, and date of presentation. Please have slide numbers so that it will be easier to refer in the discussion following the presentation.