

IE477 FALL 2020
IMPORTANT INFORMATION ON COORDINATOR PRESENTATIONS
(November 27-December 2, 2020)

Presentations to coordinators will take place on Friday November 27th, Monday November 30th and Wednesday, December 2nd. Below, please find important information on presentations:

Presentation Video Due: You should prepare a presentation video that does not exceed 8 minutes (like you did for the company presentations) in **English** and submit it along with your pptx file by **November 24th at 17:00**. You are advised to get feedback from your AA prior to submitting this video.

The total time allocated to a group for these meetings will be 15 minutes.

Presentation Times: The contact persons will receive a link to their emails registered at the ie477-cp mailing list on Monday, November 23rd at 13:00 to reserve a 15-minute time slot for the coordinator presentations. The available 15-minute time slots are:

Friday November 27th	Monday November 30th	Wednesday December 2nd
15:00	13:00	10:30
15:15	13:15	10:45
15:30	13:30	11:00
16:15	14:15	13:00
16:30	14:30	13:15
16:45	14:45	13:30
		14:15
		14:30
		14:45
		15:30
		15:45

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. **Do not make duplicate reservations as ALL of them will be cancelled. If you need to change your slot, you need to cancel your previous reservation.**

Important Notes:

- 1) The coordinators have a busy schedule. Every group must be present in the Zoom presentation room at least five minutes before their scheduled time.
- 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, as well as developments following the meeting.
- 3) Before preparing your presentation, make sure that you check the document “IE477 Fall 2019 Information of Project Proposal”.
- 4) 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.

- 5) Make sure that your deliverables are stated as clear as possible with dates.
- 6) 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.
- 7) Additional issues for the presentation you will make:
 - 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 4) 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.
- 8) Additional issues to consider for the meeting:
 - The meeting is expected take at most 15 minutes. We will watch your presentation video before the meeting and will not show it again during the allocated 15 minutes. **However you need to have your slides ready to be shared upon request.** Make sure that your presentation covers the objectives stated in (2).
 - You will be asked questions pointed towards either per individual or per group. For group questions, make sure that you respond to issues raised in a consistent manner. A good practice is to determine any potential questions prior to the meeting and build a consensus on what would be your group's response. For certain questions, it is possible that you do not have an answer at that moment – do not force yourself to respond in those case, but just state that you will consider it in the future.
 - Make sure to take notes of the meeting.