

IE 478 Spring 2021

Information on Presentations to Coordinators (7-9-12 April 2021)

Presentations to course coordinators will take place on Wednesday, April 7, Friday, April 9 and Monday, April 12 2021. CP's will receive a link to reserve a time slot. For this meeting you will prepare a **10-minute presentation video** and a **2-minute demo of your deliverables** and upload it along with your presentation slides (**BOTH the original version and pdf version of your slides**) on **April 5th by 17:30** to the link provided to the CP. Below, please find useful information on the contents and conduct of presentations and the presentation meeting:

- 1) **Main objective** of this presentation is to make sure that you present the essence of the work that has been done and remind us the coordinators on the remaining work. Specifically, we want to see your solution approach and description of the status with respect to the listed deliverables. Additionally, we want to see your work on validation and benefits of project to the company. Finally, we want to understand details of your implementation plan.
- 2) Presentations will be in English. As you will prepare a video, it is also reasonable to have one person presenting all the material. However, if you want to share, we suggest at most two students presenting.
- 3) It is likely that there is a time gap between your recent progress presentation and this coordinator meeting. Please prepare an additional slide (or slides) in English (preferably in bullets) which will indicate the work done during this period explicitly and how you have used the feedback obtained from the progress presentation. Please, prepare it for the meeting, not in your video presentation.
- 4) The time you spend on your video presentation should not exceed 10 minutes. Make sure that you present considering the objective stated in 1). We want you to complete your video presentation with a detailed plan for the remaining time to include changes and refinements in your work. Also, as a separate 2-minute video, you should have a demo of your deliverables to be utilized in during the implementation.
- 5) The coordinators will watch the video before the meeting, and hence we will not watch it during the meeting. Make sure that you are ready to share the slides (with page numbers) used in your video presentation during the meeting. The total time allocated to a group for coordinator meetings is 15 minutes. We have a very busy schedule. Every group must be present in the Zoom waiting room five minutes before their scheduled time.
- 6) Additional issues for the presentation you will make:
 - a) Please read the documents posted in the course WEB site regarding presentations.
 - b) Please make sure that you present appropriate level of detail and technical content to convey your ideas. Make sure that you have a clear and concise presentation of your ideas – utilize table and figures to enhance viewer understanding.
 - c) Please, make sure that you use a professional tone of language.
 - d) Make sure that you respond to issues raised and questions as a group.
 - e) Even if you may want to skip some parts of your work in the 10-minute video presentation, you may want to prepare slides for those parts in case it is needed in discussions.
 - f) Do not forget to check the following link for technical details about the presentation and demo of the deliverables videos.

<https://courses.ie.bilkent.edu.tr/ie477/wp-content/uploads/sites/2/2020/12/IE477-78-Information-on-Preparing-Presentation-Video-New.pdf>