



IE 477 – IE 478 Production Systems Design

General Tips on Presentations and Meetings

Last Revised on September 15, 2021

About the Presentations

- 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 where you must describe your work and get feedback. It is not an oral exam but will be a part of your group's assessment.
- Always remember the objective of a presentation while preparing slides.
- Make sure that your presentation is factual – you write, claim using those facts.
- 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.
- Never expect the audience to remember your previous presentations.
- Do not necessarily present everything you did. Always recall the objective and time limitation.
- Appropriate use of figures, tables (with information describing details) is usually very useful and 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).
- 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 session of the meeting.
- Make sure that you present appropriate level of detail and technical content to convey your ideas.
- 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.
- 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.

About the Meetings

- The feedback you will receive during the meeting will provide you an insight as to whether your work is progressing as expected or will outline the parts you need to put more work on. Make sure that at least two of the group members are taking notes on the comments/questions asked and responses made. This information will be very valuable:
 - Questions that are asked either indicate the parts that you were not able to explain well, as well as the parts you have missed.
 - Your responses during the meeting should be reconsidered after the meeting so to prepare for the future.
 - Finally, remarks made by the audience regarding the progress, expectations , etc. are very valuable and you should definitely put them in writing for future use.

DO NOT RELY ON YOUR MEMORY - make sure you have notes regarding the issues raised.

- Make sure that you respond to issues raised and questions as a group, rather than individually. Do not simply give random answers just to fulfill your duty of giving “an answer”. It is possible that you do not have an answer. In that case, state that you will consider it in the future, take a note of the issue and share it with your AA (and IA if necessary) for further discussion.
- Always prepare back-up slides in case they are needed in the meeting. 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.