

MEng Project Presentation Preparation Guidelines

Submission Timing

- Submissions in their entirety are due no later than 11:55pm on the due date. Submissions will receive a 10% penalty per day, with a grade of 0 being awarded for submissions that are 3 days late or longer.
- In the interest of promoting effective time-management, extensions will not be granted for submissions unless accompanied by the appropriate academic accommodation documentation.

Presentation

- Must be given as pre-recorded video or voice-added PPT slides. If using PPT slides, additional information can be written in the notes section
- Must speak in a clear voice while recording and must review the entire presentation prior to uploading
- Must not exceed 10 minutes speaking in a normal speaking voice. You are not permitted to speed up or compress the audio recording of your presentation.
- Must be uploaded to Teams Channel by the specified deadline date

Order of Presentation

- Title Page
 - Include a simple, but thought-provoking title as the focus of the first slide
 - Minimize the impact of your personal information
- Outline
 - Provide an account of the major sections of your presentation
 - You may use the Survey-Signpost-Summary Method to organize the content of your talk
- Introduction Slides
 - Provide a brief background of the broader area of your presentation topic
 - Within this background, establish the rationale for your contribution to this area of study
 - Provide a brief review of previous studies and the motivation for the presented work
 - Within this review, establish the necessity for your study
 - Indicate preliminary hypotheses
- Objectives and Methodology
 - Describe the objectives of the presented work in a clear and concise way
 - Briefly explain the methodology you are using to meet the objectives in a simple way without getting into too many technical details
- Results
 - Present only main results. If the parameter/variables presented in the results are specific, make sure to describe them in simple terms
 - Present the results in a clear format. Pay attention to the axes, labels, data markers, and legends

- Where applicable, results should be presented and supported with appropriate statistical analyses
- State whether or not the objectives of your project were achieved.
- Conclusions
 - Provide clear and concise conclusions understandable by the general audience
 - Relate the conclusions to the objectives described earlier
 - Highlight the originality of your work
 - Emphasize the value of your work to further progression in research/study in this area
 - Appeal to the “Bigger Picture” perspective
 - Mention areas for further study
 - If the objectives of your project were not achieved, include reasons as to why.
- References
 - All references used must be cited in the slides and in entirety in a separate slide at the end of the presentation using IEEE format. A tutorial on how to cite references in IEEE format may be found at:
<https://www.bing.com/videos/riverview/relatedvideo?q=IEEE+format&mid=D91F6F6DFCCAB708132CD91F6F6DFCCAB708132C&FORM=VIRE>

Other Considerations

- Consider the audience of your presentation. Avoid technical jargon and include elements of your work that would be most effective in conveying your work to your audience. To that end, avoid showing complex mathematical equations. Show only the equation(s) necessary to link your results and conclusions.
- Any sketches or diagrams should be simple and properly labeled
- Do not allow technology to overshadow you and what you have to say