

BME/CENG/ELEC/SENG 499 Presentation Expectation Points

Points covered on **May 19, 2016** by the TA (Philip B. Alipour):

1. Are group members in the right groups? Who is out, is he/she a newcomer and/or absent? TA played the role of a matchmaker relative to the individual's discipline in order to join a group accordingly.
Main reference table is in form of a spreadsheet regularly being updated by the TA as groups are formed and report their projects. This is emailed to all students and the course coordinator.
2. Do all groups have topics and approved?
3. Having multiple topics/projects is OK (if the supervisor is OK and approves as far as you mention there are other groups working on the same topic)
4. Presentation schedule should be referred to from the course information page
http://www.ece.uvic.ca/~elec499/2016-summer/499-2016-Summer_Course_Info.pdf
5. Presentation criteria/rubric (what is expected? **PowerPoint file submission only**):
 - Avoid using **qualifiers** e.g. best performance, if so, compare using values/results. Another example is: ... We triangulate our 3D scanning to model any great bridge..., is also bad. How great? Greater than NY bridge? Is the focus of the "greatness" on the length or height or both? Give a **comparative value** as a point of reference to compare and verify your claim.
 - Avoid **humming phrases, word repetition, pauses** or **silence** when you need to be talking (we all do!), instead, practice and use **catch/pitch phrases** in order to sell your idea to a Company manager, CEO, etc. in a matter of 2 minutes...

Examples of a "**pitch phrase**" that could get you mostly running smoothly for a good presentation are as follows (*I came up with them so they don't have to be relevant to any of the topics you have taken*):

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- 'Harry the robot' likes to play air hockey while it/he calculates through our AI program the dimensions of the field and the objectives of the game as well as the next order of the day, to fry your eggs for breakfast when you desire it!
 - You feel blue from work. You enter your home and our AI projector relative to its psychological sensor measuring your mood, virtually paints your walls in e.g. teal to make you feel better. In parallel, the projector changes the music mood based on your profile in its database, intelligently. Now you can sit down and relax with a glass of red wine. "Intelligently" here, must be measurable to validate your claim!
 - A dying patient from a cardiac arrest can be revived by mechanical/electrical means when we use device **A** as we monitor the patient with device **B** from a remote distance. Device **B** through our program can make reliable predictions to prevent this scenario. The extent of "reliability" here, must be measurable.
 - Our Baby Monitoring App can be downloaded, accessible and highly mobile with a remote global distance of **x** compared to the famous X under **OS Y** sold on the market. The key components that make this happen in our project are: **{a, b, c,...}** which satisfy **x** with respect to **X**. Now you may play a lullaby to your baby from afar. Note that, the "highly mobile" qualifier in this case has been clarified/validated!
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- Don't glue your eyes to your cue card(s); eye contact with the audience is important as you motivate them to later ask questions about your project. Body language and referring to the slides adequately, both fall into this category.
 - **Coherence** is key to maintain (a logical) flow and order/structure of your presentation (**introduction → body → summary**):

Elevator pitch overall structure (not mandatory to be visible in your slides): Summary points of all sections, mainly the design problem and your approach as the overall solution. Your design problem or the "key points of the project" is mainly your introduction (see criteria sample on the final page).

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The body and summary of your presentation will be focused on your solution or approach to solve the problem (hypothetically) as well as the expected outcome(s) of it in e.g. society.

Progress presentation overall structure (expected to be visible in your slides): Introduction focuses on your problem and progress thus far (background). The body focuses on your design, challenges and solution to the problem. Summary is focused on your design outcome and its future impact on society.

Note: These presentations do not have to be presented based on your final report and whatever you have progressed upon, you can work with.

- **Over-jargonizing** is unacceptable! Common buzzwords used in a certain context is OK. Find a way to convey your idea in simple terms or a common ground between technical and non-technical terms used in your work, unless you are doing a graduate defense or your audience is comprised of discipline-specific engineers and scientists (when they ask you about a specific aspect of your project)
 - **Acronyms** must be spelled out. IEEE, GPS, AI, ... are well known (probably not to some of our friends), but THz (terahertz) must at least be compared to megahertz standards, or ISIS that can stand for Intelligent Sensing for Innovative Structures, could be confused with other commonly/negatively used acronyms in public and media. For more examples, refer to the internet!
 - All members must have a turn in the presentation (mainly in the 5-minute one. For the elevator pitch however, up to 3 members shall suffice, but all members must be present for the Q&As)
6. Collecting registration forms in hardcopy and electronically for official and archival use was conducted.
 7. Please send for the 2-minute presentation at least a single slide PowerPoint file to put the project title up for display.
 - Please when you send your file, name it as EPGx, if you are in group x for the elevator pitch, and PPGx for the progress presentation.
 - If you have animations, video, compressed data and/or embedded links, make sure it is generally runnable and in a common format. I need to first test it on my machine.
 - I will run your file(s) on my laptop as the presentation starts and be evaluated accordingly.
 - There will be a timer displayed with a few seconds extra given to you to prepare before presentation.
 8. Please turn off your cellphones during presentation.

Final notes:

This document could be treated as your guideline and you may present as you wish and marks will be given according to the criteria/rubric.

The overall focus is to sell your idea in form of a pitch in a professional context, but when it comes to progress presentation, all requirements need to be met. This is to prepare you for the public presentation which varies in time and scope relative to your audience inquiries.

Students who carried out the 399 as well as previous years 499 course, when complied with the requirements did fine on their presentations! Thank you for your constructive opinions.

Best of luck,
Philip

Next page shows the presentation criteria sample for each group that shall be evaluated based on the points raised above. Please refer to the **Notes** section in the following table for more details.

BME/CENG/ELEC/SENG 499 Presentation Criteria Sample

Subcomponents comply and have been adapted from the presentation rubric of the 499 course in the past (since Summer 2014)

Group No	Presentation Specifics	EPitch: Scale (out of 4)	ProgPres: Scale (out of 4)	Web Presentation (out of 4.0 = 10%)	Public Presentation + Pamphlets (out of 4.0 = 10%)	Presentation (out of 25%)	Notes
n	Ontime presentation file submission + Attendance	3.0	4.0			4.4	<i>Submission Deadline: 4 hours before the session starts</i>
	Speech coherence (flow & order) (Communication & Organization)	3.5	2.0			3.4	<i>No environmental disruptions should be an issue; avoid pauses and gaps (see presentation expectation points, first page)</i>
	Knowledge/Understanding: Demonstrates knowledge of the key points of the project	2.5	2.0			2.8	<i>Problems (vulnerabilities) and challenges: how to address them?</i>
	Communication: Topic motivation and Audience engagement	1.5	1.5			1.9	<i>See presentation expectation points, previous pages</i>
	Thinking/Inquiry: Shows evidence of research and preparation	2.0	1.0			1.9	<i>Research_evidence: Mainly design and development cycle cost-related issues</i>
	Organization: Finish presentation on time with summary	2.0	2.5			2.8	
	Average	2.4	2.2	2.2	2.0	13.4	<i>Averaged with Web and Public Presentation cells</i>

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