Presentation and Poster Guidelines (Fall 2008)

The demonstrations will be held in December during Finals Week. The department will provide pizza and drinks (non-alcoholic, of course).

1. Your team will have about 30 minutes. In order to avoid impacting other teams, please be prompt about your setup/breakdown, etc. Plan your presentation and demo for about 20 minutes, allowing 5 minutes for questions, and 5 minutes for setup/breakdown, etc. You get to choose how to divide the time between presentation and demonstration (half the time for each is a good starting point). However, you must make sure to allow enough time for the demonstration.

   **Warning:** you might think that 30 minutes is a long time. It isn't! You need to think carefully about what you are and are not going to talk about.

2. Presentation and demonstration mechanics:
   a. The teaching station in the lecture hall has Internet Explorer, PowerPoint 2007, and Adobe Acrobat installed. If you want to use those, go for it.
   b. You can bring a laptop, connect it, and use whatever presentation software you would like.
   c. The stations in the lecture halls are controlled by ATUS not the CS department, so I don't have any control over their configuration, etc.
   d. Please “dry run” your presentation prior to the demonstration. This is especially important if either (a) you are expecting to use your own equipment or (b) you are planning to use the station in the lecture hall for more than giving your presentation. I think that will likely include everyone.

3. Bring your poster to the demonstration. I will bring some push pins so we can post them on the wall by the entrance.

4. The presentation:
   a. Have a slide with your team member names on it.
   b. In advance, decide who will speak first and the order of the other speakers.
   c. The first speaker should introduce themselves and the other team members.
   d. Each team member should say a few words about what they did. Include additional slides, as needed, for each team member.
   e. You should describe the purpose (what, why) of your project.
   f. Your presentation should have a slide in it showing an architectural diagram with the basic components of your system and the names of each component.
   g. You should have a slide listing any third party products (hardware, software, or whatever) you used or interfaced with.
   h. You should have a slide showing which development tools you used, and why.

5. Some general guidance: The audience will include family members, significant others, etc. as well as CS department faculty and other students. Some things that will make your presentation interesting: problems you had to overcome and things
that you learned. Think about what you would be interested in if you were hearing your presentation.

6. The poster:
   a. Posters can be printed at the Student Technology Center at Haggard Hall. See "Poster Printing" at http://www.wwu.edu/techcenter/printing/. I have submitted a blanket request for the senior project. You will need call 650-4300 or go to HH121 to make a one hour appointment, three days in advance, to print your poster.
   b. The recommended poster size is 30"x40". I think that's the maximum size that they can print at Haggard Hall.
   c. My best information (so far) is that they can support PhotoShop, Illustrator, and Powerpoint.
   d. There is a color printer in CF497 that you can use to try out your poster before you go to the Student Tech Center. (I understand it takes about 20 minutes for the Tech Center to print a poster.) You will have to ask me or some other CS department faculty or staff to gain access to CF497.
   e. On your poster, make sure to include the following:
      i. The title of the project.
      ii. The names of the team members
      iii. What and why of the project. (What the project was, why you thought it was important, interesting, etc.)
      iv. Results: What you built, technologies used, etc.
      v. Some screen shots, pretty diagrams, etc. to make the poster visually interesting.
   f. There are samples of prior senior project posters in the CS department halls.

7. Put all your materials (software you developed, documentation, presentation, poster, etc.) on a single CD (or DVD) and give the CD to me at the conclusion of the demonstration. I will review the contents of the CD as part of making up grades. The department keeps a copy of the CD for their records; however, you are the owners of the software. Your team will receive an incomplete (K) grade unless I receive the CD in time to make up the grades.

8. You are being graded on your presentation so look and act professional; speak loudly, clearly and with confidence. You do not need to wear dresses, suits, ties, etc.