

# ELEC/CPEG Final Year Project/Thesis (2021-22)

## Project Presentation Guidelines

### Purpose

The Project Presentation part of the Final Year Project has two purposes:

- It gives you experience in giving a formal technical presentation. This is an important part of an engineer's work, necessary for functioning effectively in a design team and a company.
- The faculty has the opportunity to evaluate the results of the project.

### Schedule

All presentations **take place on the project presentation day**. No further changes can be made on the presentation sessions assigned by the Department.

Zoom Meeting will be conducted for presentation this year.

Students are required to join the meeting at least 20 minutes and wait in the waiting room before the assigned timeslot.

Please join the meeting with your Full Name and Project code (e.g. **Chan Tai Man.TD1b-21**)

### Format

The presentation is evaluated by the **FYP Committee Member**, supervisor is not necessary to attend the presentation.

Before the presentation, students are encouraged to conduct rehearsals.

One day before the presentation, students are required to upload a powerpoint file (with max. 20 presentation slides per group member) (one pptx file only, any other files will be removed) to the **FYP management system**. Please state the file with your Full Name and Project code (e.g. **Chan Tai Man.TD1b-21**).

**At least 20 mins before the assigned session**, students are required to join the meeting and wait in the waiting room.

It would be a **group presentation** and **Q&A Session**.

Timing: Each Project/ Thesis has 20 minutes (max 15-min presentation + ~5-min Q&A).

Students would need to do the timing themselves during the presentation.

\*Q&A may be longer than 5-min.

The following information must be presented during the presentation

- Presents an introduction and overview of the thesis/ project;
- Each group member presents his/her contribution.

<b>Introduction, Project Details and Results of Individual's Work</b>	<b>Closed-door Q &amp; A Session</b>
<i>Student should check <a href="#">Assessment Rubrics</a> beforehand</i>	Short clarifying questions may be asked during the presentation.

**\*\* Please TIME YOUR PRESENTATION beforehand \*\***

**\*\* Please be PUNCTUAL!! \*\***

**\*\* Please DO NOT OVERRUN!! \*\***