ELEC/CPEG Final Year Project/Thesis (2022-23)

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 project presentations **take place in 1-day on 15 May 2023 (Monday).** No further changes can be made on the presentation sessions assigned by the Department.

Presentation schedule with date, time & venue of each presentation session can be found at the FYP web page a week before the presentation period.

Format

The presentation is evaluated by the panel consisting of two faculty judges. The presentation is open to all interested students and faculty. Supervisors are welcome to attend the presentation as part of the audience.

Before the presentation, students are encouraged to conduct rehearsals with their supervisors.

Students are required to upload a PowerPoint file with max. 20 presentation slides (one pptx file only, any other files will be removed) to FYPMS. Please be reminded to bring the USB with the most updated presentation deck to the classroom during the oral presentation day.

10 minutes before the assigned session, students are required to arrive at the venue and report to the time keeper with two survey forms.

Timing: Each group has 20 minutes (15-min presentation + 5-min Q & A). Allocation of time is fairly flexible as long as the overall time is not exceeded:

Max. 15 minutes	**Introduction, Project Details and Results of Individual's Work** *Student should check **Assessment Rubrics** beforehand*
Max. 5 minutes	**Closed-door Q & A Session** < Other team member(s) should leave the venue for a while upon request > Panel members will ask questions first. The audience may ask questions afterwards. Short clarifying questions may be asked during the presentation. *Student submits his/her **self-evaluation form** to panel members (it's optional)*

No specific dress code.
Students in 2-member/3-member groups are required to present consecutively in the same session.
Students in the same session are advised to stay as audience and join the tea-break between sessions.

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

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

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