

BME Design Courses

Preliminary Presentations

Understand the audience

- Assume audience will have a less complete understanding of the problem than the design team
- Use language that the audience members will understand
- Understand the amount of time available

Prepare thoroughly for the presentation

Rough outline - number of topic slides

- Title slide
- Overview of the presentation - do not present the presentation outline - BSAC 2017
- Problem statement - initial problem as given by the client and some indication of how the problem statement was changed (not a long paragraph)
- Background material - include relevant prior work and other materials
- Summary product design specification - PDS (list of client requested functions)
- Design alternatives considered (advantages and disadvantages related to PDS)
- Design matrix
- Future work - what pitfalls are expected through the design process
- References and acknowledgements

Detailed outline - what slides will contain

- Each slide should have a topic header
- Each topic header should have a key set of bulleted points

Tips on making slides - style

- 1 - 2 slides / minute
- Slides should highlight key points; remember, less is more (rule of thumb: 6 words x 6 lines per slide)
- Slides should not be flashy
- Highlight selected points of the outcome, rather than details
- Distance of the audience from the screen should be considered when making graphics and font sizes
- Cite sources: journals (author, year) and images (URL or webpage root if it is too long) on the slide

Practice the presentation

- Simulate actual environment - place and timing
- Do not read from the slides or notecards; elaborate on the points instead
- Take turns and speak once (do not go back and forth frequently between speakers)
- Talk to the audience
- Be professional - no slang please
- Think of how to handle questions:
 - Generate a list of questions
 - Prepare in advance supporting materials for points that are likely to arise (back up)

Bring supporting materials appropriate to the presentation

- Additional slides
- Simple prototypes
- Others
- Bring copy of slides for advisor and client