Presentation Guidelines

1. Assume you have 12 minutes total for presentation and questions. I think 8 minutes for presentation and 4 for questions is probably optimal, but we can be flexible on that.

2. As a courtesy to other presenters, I will have to cut off everyone at 12 minutes.

3. The point of the presentation is to get maximum feedback on your final project.

4. Don’t worry if your analysis isn’t complete yet. This is a graded effort, but your grade will be based on the organization and clarity of your presentation and how efficiently you get whatever feedback you need, not on whether you’re done yet.

5. Practice your presentation in advance *out loud*, ideally in front of a real audience, e.g. friends, family, classmates.

6. Don’t try to stuff too much in your presentation. Clarity and organization are far more important.

7. If you have handouts, do *not* expect that you will have time to make copies in the fifteen minutes before class. This always causes delays and disruptions.

8. Powerpoint is fine too, but alert me if you want this option at least a week in advance so I can make sure the projector is in the room. Also, make sure you have the relevant cable/connector for your laptop.