Presentation and Poster Guidelines

The demonstrations are scheduled for 1pm to 3pm on Tuesday, June 12 in CF115. The department will provide pizza and drinks (non-alcoholic, of course).

1. We have a lot of teams to get through in two hours. Your team has about 20 minutes. Please be prompt about your setup/breakdown, etc. Plan your presentation and demo for about 15 minutes, allowing 5 minutes for questions. 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.

2. Presentation mechanics:
   a. The teaching station in the lecture hall has Internet Explorer, PowerPoint, 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. If you choose option (b), you should test it prior to the demonstration day in one of the lecture halls to make sure you know how to make it work.
   d. 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.

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. 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, two to three days in advance, to print your poster.
   b. The recommended poster size is 30"x40".
   c. My best information (so far) is that they can support PhotoShop, Illustrator, and Powerpoint.
d. There is a color printer in CF405 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.)
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.

6. 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.

7. You are being graded on your presentation so look and act professional; speak loudly, clearly and with confidence.

8. You do not need to wear dresses, suits, ties, etc.