Victoria University of Technology
Department of Communication, Language and Cultural Studies
ACE 3144
SCM 3002

Design Project Conference and Poster Presentation

For the conference presentation you and your group must include the following:

1. A brief introduction explaining the purpose of your project - what it is about and who will use it (1-2 slides). (As you have already been introduced by the Chair you do not need to repeat your names and the title of your project, although it is appropriate to show a cover slide as you begin your presentation).

2. Your solution - program design, implementation issues, user interface etc. Include technical details and explain this carefully. This is the MAIN part of your presentation. You should also include a demonstration of your database here, but do this efficiently and integrate it into your presentation.

3. Problems along the way and how they were overcome (1 slide)

4. A conclusion which also presents the benefits of your project - for you, for the user and for the future (extension of work etc.) (1 slide).

Each group has been allocated 25 minutes, and this will include 2-5 minutes to show your e-poster. To allow time for questions each group must divide speaking and demonstration time of about 18 minutes evenly between the members. The Chair will allow a maximum of 18 minutes of formal presentation and then questions for a couple of minutes. This will be followed by the e-poster.

- Dress formally.
- Work as a team. You must prepare and rehearse this together.
- Demonstrate your technical knowledge. Show technical expertise and do not assume that the audience knows anything about your project.
- Rehearse, carefully, many times. For final rehearsals, practise with slides and check timing carefully. Remember to check the presentation structure - introduction, development and substantive conclusion.
- Relax, smile and make eye contact all around the audience when you are presenting.
- Remember, the better prepared you are, the easier this will be!

Each presenting group must attend for the entire morning or afternoon session.

Date: 5 or 6 November – either morning or afternoon session

Marks: 20 – on an individual basis, but teamwork and cohesion will be considered. (e-poster is included in this mark).