MN Space Grant Consortium
2019-2020 Intercollegiate Quadcopter Challenge

General advice about giving the team oral presentation at the quadcopter challenge event.

- Use PowerPoint (or something comparable) to make your slides . Check in advance that the slides display correctly on the presentation room laptop. Videos can be particularly tricky to show.
- Don't make slides too "busy" or too "wordy": (note – this slide is too wordy for oral presentation use!)
  - ➢ Slides must be readable from the back of the room.
  - ➢ Bullet points are preferable to extensive prose.
- Maintain eye contact with the audience, especially with the judges, when speaking.
- Speak clearly, slowly, and loudly enough to be heard easily all the way to the back of the room.
- Don't just read the slides – people can read faster than you can talk. Instead, use slides to complement or summarize what you are saying aloud.
- Use laser pointers (and also PowerPoint "bells and whistles") very judiciously – make sure they add value, rather than distract.
- All team members should stand up front and introduce themselves and their role in the project (at least) early in the presentation. After that you may decide which team members present which of the rest of the slides. All team members should be involved in delivering the rest of the oral presentation but you don't have to divide the number of slides, nor the content, exactly evenly among team members.
- All team members should stay on task, even when not actually presenting, and help answer questions.
- Watch your time! For this presentation you may use up to 10 minutes, followed by 2 minutes for questions. If you find you aren't using it all, go into more depth. But don't go over time! Practice the presentation out loud as a team, to get the timing down. Maybe have some extra slides ready to help answer specific questions and/or to go in additional directions, if time allows.
- Avoid just <u>listing</u> things all the time. For example, Org Charts are a way to show <u>graphically</u> how tasks and people are organized and is more eye-catching than a text list.
- You do not need to go through all the text on every slide, especially in the case of long lists (which are included mostly for completeness). But be sure to point out items of particular note, even on long lists.
- Always act like your presentation stands alone, rather than assuming the audience has seen similar material in other presentations. On the other hand, your audience will be familiar with the challenge rules, so you do <u>not</u> need to start your story from scratch.

Presentation organization – some recommendations:

- <u>Do</u> have a title slide – include basic information and a team photo, at least.

- A Table of Contents slide is optional – if used, don't dwell on it.

- Begin with ~15-20-second-each team member introductions – name, interests, role, etc. Show your Org chart at some point, now or later.

- Everyone in the audience knows about the challenge rules – probably show a list of the challenge goals at some point (for completeness and/or to organize your presentation), but you don't need to dwell on that either.

- Be sure to show off your actual hardware, not just photos of it. Focus on the functionality you added to the original kit – sensor suite, camera(s), sample return hardware, etc. Include a parts list (vendor, part #, cost) for the things you added, for completeness (i.e. don't read that word for word).

- Include some interesting stories (challenges overcome, learning to fly, etc.).

- Be sure to convince the judges that you know what you are doing. However you may elect not to "give away" too many details about your planned flight operations and data analysis strategies since other teams will be listening to your presentation.

- End with Acknowledgements plus one "Advice" or "Lessons Learned" slide.