



Guidelines for Project Presentations

1. The time allotted for each presentation is **13 minutes** (Please note that the timing shall be enforced strictly using an alarm system). This will be followed by a question/answer period of 3 minutes for answering questions from members of the Jury. (Total time **16 minutes**)
2. The Presentation should be in **MS PowerPoint 2003**. It is suggested that the number of slides should be restricted to 25-30.
3. A soft copy of the presentation (on a CD) should reach us latest by 26th Feb. 2010, 5.00 PM.
4. Project presentation schedule for 5th March, 2010 will follow in due course. Teams should report in the Convention hall of the institute 1/2 hour before the start of the programme to familiarize themselves with the audio-video equipment.
5. The jury shall evaluate the project presentations based on the following criteria:
 - a. Introduction & Relevance of the project
 - b. Clarity of project goal / problem definition
 - c. Use of structured methodology and tools
 - d. Project benefits / results
 - e. Conclusion
 - f. Quality of presentation in terms of:
 - i. Presentation Skills
 - ii. Quality of visuals
 - iii. Response to questions
 - iv. Adherence to Time Limit



KEY POINTS OF POWERPOINT PRESENTATION

1. Please remember "More is Less", *i.e. the more you put in a slide, the less attractive it will look.*
2. Font size of bullets must not be less than 26 points, *(ideally, 28-30 points).*
3. Font size in slide headers must not be less than 32 points, *(ideally 34-38 points).*
4. Not more than 5 bullets on each slide *(as a general rule).*
5. Not more than 6 words on each bullet *(as a general rule).*
6. Rephrase bullet sentences to make them short, sharp and to the point.
7. Do not repeat words that can be included in the header.
8. Enrich your presentation with graphs and pictures *(i.e. fewer words).*
9. Avoid flying bullets and rotating text. They slow you down and bore the audience.
10. Avoid unnecessary animations. They break your line of thought and slow your delivery.
11. Do not include more than 25 slides. *Time over-run will not be permitted.*
12. Please practice to make your presentation interesting. Do not assume you have done it many times before.
13. 'Save' and 'Insert' your diagrams and pictures in JPEG format. Do not use 'Cut' and 'Paste' images as each image pasted will be pasted in BMP format, which will increase the size of your file. It will also cause it to crash more often.
14. All presentations will be in English language. Kindly use simple and easy to understand language.



15. In the interest of time, questions and answers from delegates are not allowed.
16. Presentation time is short. Please deliver focused presentations, as one clearly explained idea is better than two half-explained ones.
17. Briefly introduce yourself, your organization and the title of your paper. Then present your subject.
18. Always leave your audience with learning points to remember.
19. Pay attention to the quality of information presented. Do not use generic statements full of assumptions that cannot be substantiated.
20. Please avoid phrases that may be of offensive in nature to others.
21. Do not turn your back to the audience and do not talk when facing the screen.
22. Use laser pointers selectively. Some people find them distracting.
23. Rehearse well even if you are an experienced presenter.
24. Time yourself and conduct a trial run to ensure quality performance.

That means: **DELIVERING YOUR MESSAGE ON TIME.**