



Designing Team Presentations

Showing you really are a *TEAM...*



How do you start?

- Assume the audience is technically competent, but isn't familiar with your project?
- What do they need to know first?



Introduction

- Background
 - Current situation and/or problem
- Motivation
 - Why the research you're doing is significant
 - Benefits, solutions, uniqueness
- Overall project objective/mission
- Overall technical approach or strategy
 - How you're going to fulfill the objective
- Advanced organizer – an overview of the main sections of the presentation



Each Subteam

- What does the audience need to know at the beginning of your section?
- How does your section fit into the whole project?
- What is the design strategy you're using to organize your section?
 - Logical sequence?
 - Parts or components – what order is logical?
- How can you visualize your section and its content for your audience?



Each Speaker on a Team

- What does the audience need to know at the beginning?
- How does your part fit into your team's whole?
- How can you visualize your part for the audience?
- What is the connection to the next speaker's part?



Professional Teamwork

- Ensure the audience knows how a section or part fits into the larger structure
- Always connect sections and parts via your speakers
- Make audible transitions between speakers
- Use navigational aids on your slides
- Repeat similar structures across subteams



Professional Speaking

- Time your presentation
- Practice individually, then in subteams
- Help team members improve their delivery
 - Strengths and areas for improvement
- Have equipment ready beforehand
- Stay calm and attentive throughout
- Practice answering questions and dealing with interruptions
- *Remember that it's not what happens to you, it's how you deal with it*



Viewgraphs

- Large type
- Bulleted points
- Consistent design
- Lots of graphics
 - Readable labels
- Visual aid for you; navigation aid for the audience