KING FAHD UNIVERSITY OF PETROLEUM & MINERALS
ELECTRICAL ENGINEERING DEPARTMENT

EE 411
Guidelines for Final Presentation

PRESENTATION ORGANIZATION AND CONTENT

Presentation organization should generally correspond to that of the final report. Your presentation should contain:

- ❖ Project title + Introduction of the project members

- ❖ Outline

- ❖ Design Overview

- ❖ Detailed System Design

- ❖ Results and Conclusions

POWER POINT PRESENTATION

- ❖ Should be short and to the point, include only key words

- ❖ Layout continuity from frame to frame conveys a sense of completeness

- ❖ Use slide numbering. This will also facilitate reference to specific slides, especially during Q&A

- ❖ Headings, subheadings, and logos should show up in the same spot on each frame

- ❖ Margins, fonts, font size, and colors should be consistent with graphics located in the same general position on each frame

- ❖ Lines, boxes, borders, and open space also should be consistent throughout

- ❖ Choosing Text Color

  - ➢ Use light text on dark background or dark text and light background.

  - ➢ Make sure you can see text easily.

- ➢ Stand up and take six steps back from your presentation. Is it easily read?
- ❖ Graphics and Design
  - ➢ No more than 2 graphics per page.
  - ➢ No more than 4 colors on a chart.
  - ➢ Graphics should enhance the presentation.
- ❖ Good Ideas
  - ➢ Use only one transition to change slides.
  - ➢ Use the same background on each slide.
  - ➢ Use bulleted key words.
  - ➢ Align bullets to the left
- ❖ Things to Avoid
  - ➢ Avoid more than 6 bullets.
  - ➢ Avoid auto timing your presentation.
  - ➢ Avoid whole paragraphs
  - ➢ Avoid using graphics that are difficult to read.
  - ➢ Avoid noisy animations
- ❖ Have a backup!