



# Fall Design Review Poster Presentation Guidelines

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Rev A

# Preparation

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- Have a short 1-2 minute story about your project and practice it for the inevitable “what is you project about?”
- Make sure those manning your poster display have actually reviewed the poster, understand the story/message, and can talk about their contribution the project
- Not all answers will be or fit on your poster, it’s okay to bring supplemental materials for reference (e.g., project definition, product specification, other documentation)
- Consider having handouts on 8.5” x 11” with a smaller poster on one side and additional contact information on the other
- Arrive on time

# Presenting

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- Have eye contact with the viewer and introduce yourself
- Take your time, enunciate properly, and project a clear presentation of your story, message, and ideas
- Don't read your poster. Use the graphics on your poster to support an informal conversation about your project
- If you don't know the answer do not make one up. Its okay to say "I do not know the answer to that question"
  - If the question is within the scope of your project, you politely say you'll do some research and get back to the viewer if she is interested
  - If the question is out of scope, simply say the question is beyond the scope of the project
- Focus on the viewers. It's okay to be social when there are no visitors but when viewers are present, break away from your social conversation and address the viewer

# Viewer Feedback

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The following questions were provided for viewers to evaluate past poster presentations:

1. What is the project goal and what are the requirements?
2. What engineering principles are needed in this project?
3. How is the team organized?
4. Can you tell me your contribution?
5. What is your budget?
6. Was health and safety ever an issue as you worked on this project?
7. Are the illustrations are clear and compelling?
8. Is the delivery clear, polished, confident
9. Did you face ethical issues in your project?
10. What Codes or Standards did you use?
11. What contemporary issues are most relevant to your project and how does your project address them?
12. If you were to continue working on this problem after you graduate, describe three resources you would likely use to continue to improve the knowledge and skills needed for the project.

# Poster Presentation Checklist

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- 1-2 minute story and message about your project
- Team members know their contribution to the project
- Bring supplemental information
- Have handouts as necessary
- Presenter greets people
- Presenter is able to give a concise synopsis of poster
- Presenter is ability to explain all graphs and sections
- Presenter speaks fluently and enunciates well
- Presenter has questions to ask viewer (e.g., have I answered your question?)