Some Advice for Seminar Day Semester 1, 2017

Seminar Day has been a part of the School of AMME for many decades and is an integral part of your Honours Thesis, Engineering Project or Dissertation. Included below are some pointers and good advice based on observations and student experiences across many years.

The maximum time allowed for each speaker is 12 minutes followed by question and answer time of 3 minutes.

Please plan your talk carefully.

There will be a Chair and Co-chair. The Chair (most likely your supervisor) will introduce you as the speaker and your topic. The Co-chair’s role is to act as an impartial marker.

When the speaker has spoken for 11 minutes a bell is rung. After an additional minute has lapsed the bell is rung again and the speaker is asked to stop.

Question time then follows for a fixed time of 3 minutes.

The evaluation will be based on feedback from staff as well as a component attributable to peer evaluation.

Assessment will be based on the quality and coherence of the presentation, the technical content and the handling of questions from the audience. Not on your progress.

Note that IT staff will be in attendance to ensure that all goes smoothly. If you need help go to room S319a, level 3, Mechanical Building.

Each seminar room will have a basic computer and a data projector. Internet access or software of any sort (apart from Microsoft Office 2010) cannot be provided.

If you are incorporating any video files in your Power Point presentation, make sure that they have been copied in the same folder as your Power Point presentation in .avi format.

If you are using a USB memory stick to store and deliver your presentation, test your presentation on a PCLAB computer to make sure that it works prior to Seminar Day.

You may bring in a notebook computer and use it to project from. Make sure the resolution is set to 1024 x 768 at 60 Hz. Make sure your display configuration is set to “Clone”. This allows a presentation to be seen on the notebook screen and on the projected screen.

Each session has 8 or less speakers. Please coordinate with the other speakers on the day to see that all the presentations for your session are loaded onto the same computer. This saves an enormous amount of time and gives rise to less confusion.

Seminar rooms will be opened at 8am on the day.

Regards and Best of Luck

Paul Briozzo
(22nd of May 2017)