Instructions for Preparing and Posting Term Paper Presentations and Papers

Presentation guidelines

- You must have your material presented using **Powerpoint** slides.
- If you have animations included in your Powerpoint, make sure that the **additional files** (e.g. .avi) are included with your Powerpoint slides or they won't be viewable in the classroom. *Trying to make fairly exotic connections to ArcGIS from Powerpoint is difficult in the classroom so it is best to avoid that.*
- Your powerpoint presentation should be in a file named **presentation.pptx** (please use the newer powerpoint 2007 format). This should be posted in your web folder \\ceefsl.engr.usu.edu\giswr\<username> by **11AM** on the day of your presentation. You will know your presentation is posted correctly if it can be accessed by clicking on the presentation link next to your name at http://www.neng.usu.edu/cee/faculty/dtarb/giswr/2011/students.html. You should ask somebody else to check the link and from an independent computer to make sure that there are not any permission issues or links or dependencies on files on your computer that may cause the presentation not to work on another computer.
- You will have **10 minutes** for your talk – 9 minutes for the presentation and 1 minute for getting started and answering questions. You must not go over time or you will be cut off
- Don't spend too much time on the introduction, one or two slides is enough, and then get to the heart of what you want to say
- Think of the **one concept** or image or idea that you want your audience to take away from your talk and arrange all your material around that
- There is not time to say everything important, only what is **most important**
- Use **pictures** and **diagrams** wherever possible, they are more effective than words on slides
- For slides with just words on them
  - Have a maximum of **five** bulleted points, four is better than five.
  - For each bulleted point, have a maximum of 10 words, preferably 5 or 6 words, **less is better** than more
  - Highlight in **color** the one or two key words in each bulleted phrase
- Its ok to be nervous, it means you are focused!
- Its ok for your presentation to be a "progress report" of what you have done so far, and you can indicate what still remains to be done before your paper is completed.
- I will send you by email an evaluation of your presentation and a grade out of 10 points.
- Good luck!! I'm sure your talk will be great!

Posting of Complete term papers

- The final term paper in html must be posted on your web page by 5PM on Friday 2 December. It is critical that you post your paper by this date because your classmates may need to read your paper in order to complete their final exam. After preparing your documents it is important to check that they are viewable correctly from a Browser. Where possible get a friend to check that they can view them to make sure that you are not pointing to something that only you have access to. Sometimes the protection settings on documents get set so that they are not viewable by others. If this occurs, adjust the security properties so that they are readable by everyone.
- Your term paper should be prepared as a PDF file.
- See http://www.neng.usu.edu/cee/faculty/dtarb/giswr/2011/webpageinstructions.html for details on preparing and posting your projects on the class website.