

**CMSI/ELEC 601 GRADUATE SEMINAR**  
**Proposal Presentations**

**Part 1. Your Presentation.**

The purpose of the proposal presentation is three-fold: to introduce to the class the project you have selected for the term, to give you an opportunity to become comfortable making presentations before your peers, and to provide a forum for receiving feedback on your proposal. The presentation should include:

1. Title page with the title of your project, your name, your advisor's name, the date, and some indication that this is a proposal presentation.
2. Question or hypothesis that your work will consider
3. Motivation - why this is a worthwhile topic to study (consider both basic theory and real applications)
4. Approach - what is needed to accomplish the task and how you intend to go about it
5. References - initial list of vetted references that form the basis for your work.

Keep in mind that this is a formal presentation:

- a. You need to be prepared to answer detailed questions about your topic, but
- b. The target audience is a group of well-educated scientists/technologists who might not be familiar with the details of the technology you will study
- c. Ten minutes is the time allocated for your presentation
- d. Ten minutes will be allocated for discussion of your proposal
- e. 4-up (4 slides/page, landscape orientation) stapled paper copy of the slides is due to the instructor prior to your presentation
- f. You will need to use PowerPoint or similar presentation tool
- g. You are expected to number your slides (makes it easier for everyone to refer to them during the discussion)

Your job is to teach us enough about the topic for us to understand your project, at least at a high level, and to convince us that you can complete the work as proposed. Make your slides up a week ahead, if possible. This allows you to practice, practice, practice and find ways to transition from a pure text presentation to graphics and illustrations that give your audience a better view of your vision.

Check for typos. Have someone proofread your slides.

Remember that work is graded both on content and on presentation.

**Part 2. Your Peer's Presentation.**

In addition to presenting your own proposal, you are expected to actively participate in the discussion of your classmate's proposal. To accomplish this, you will need to read your classmate's proposal before coming to class and write up at least three questions and/or comments for your classmate. Make two copies of these questions - one to turn in at the start of class, and one to use during class.