Guidance on Fourth Year MEng Seminars

You are expected to give a technical seminar describing the work undertaken over the summer in a company to an audience comprising people from industry, members of the academic staff and other MEng students. If there are too many MEng students for one session to be held, then the presentations will be given in two parallel sessions in different rooms.

**Timing**

You will be allocated a 25 minute slot, so you should aim to talk for 15 to 20 minutes, allowing a few minutes for questions and a couple of minutes for handover.

**Organisation**

The audience will be unfamiliar with what you are doing so you should therefore not assume specialist knowledge of the audience. It is suggested that you start by introducing yourself, then give the title of your talk and state the company you worked for. You should then give an Introduction with some details of what your company does, where you fitted in the firm (e.g. testing department, system support etc.), an overview of what you were asked to do and how this benefited the company. A description of what you did should follow. This should include how you have set about the problem, the design decisions you took and some technical details about the implementation. You should describe how you tested what you produced and how the company determined that what you had produced met their requirements and standards. Finally conclude by saying if you managed to complete what you were asked to do, any extensions to the work that you consider should be undertaken, what you feel you have gained from the experience. If you have been offered a job by the firm, you may also wish to mention this.

NOTE: You should NOT include anything that is commercially sensitive information. If in doubt, check with your Industrial Supervisor.

**Presentations**

You are expected to prepare a suitable set of slides to assist your talk which you should place in a ppt or pdf file. Please place all the files for each room on a single PC so that the handover between talks is reasonably seamless. Furthermore, it is strongly recommended that you try out operating the data projector early in the morning because looking at someone fumbling for a quarter of an hour trying to get the data projector to display just makes you look ill prepared and amateurish.

**Dress Code**

The presentation day is a day for showcasing the talent of the fourth year MEng students. We aim to impress and so want you to appear professional. So please aid this by having a neat, smartly dressed appearance.

**After the Presentations**

You are expected to attend all the presentations in your room. After the end of the presentations, students should lead the industrial visitors to the buffet lunch. The academic staff will remain behind to do the presentation marking before joining visitors and students for the lunch. A Careers Fair on the Lower First floor for all CS students is held in the afternoon. Many of the industrial visitors will also be involved in this and so will not want to linger too long over lunch.
**Marks**

Marks are given based on the organisation of material (40%), ability to communicate (15%), use of visual aids (15%), response to questions (10%) and the technical merit of the work (20%). The seminar counts 30% towards the overall project mark and so is worth 7.5 credits.