

College of Engineering Adoor

Guidelines for Preparation and Presentation of Seminar

(For PG Students)

1. Selection of Topic

a. Select a topic relevant to the stream of study with content suitable for M.Tech level presentation. *For selection topics refer internationally reputed journals.* The primary reference should be published during the last two or three years.

b. Some of the journals/publications suitable for reference are:

ASME Journal of Thermal Sciences & Engineering Applications

ASME Journal of Heat Transfer

ASME Journal of Energy Resources Technology

ASME Journal of Solar Energy Engineering

ASME Journal of Fluids Engineering

ASME Journal of Turbomachinery

ASME Journal of Gas Turbine and Power

3. Get the topic approved by the seminar coordinator well in advance.

2. Preparation of Power Point Presentation

a. Know the topic very well. The message of the presentation should be very clear.

b. Make your 1st slide (other than Title slide) an outline of your presentation.

c. In slides, list out key point only. You may include figures, charts equations tables etc. but not running paragraphs. (i.e. Write in bullet form, not complete sentences.)

d. Include 4-5 points per slide.

e. In slides, everything should be readable. Use different size fonts *e.g.* Title 36, Text 28 and subsequent 24. Minimum font size will be 20.

f. Use a standard font like Times New Roman or Arial. Don't use a complicated font.

g. CAPITALIZE ONLY WHEN NECESSARY. IT IS DIFFICULT TO READ.

h. Use a colour of font that contrasts sharply with the background. *e.g.* blue font on white background.

- i. Use only 2 to 3 colours for different points, if necessary.
- j. For the presentation, adopt simple themes; avoid unnecessary animation and sound effects.
- k. Use the same background consistently throughout your presentation.
- l. Show figures tables etc. only if you have to explain something about it. Just flashing a slide and skipping the explanation is not desirable.
- m. Figures should be very clear. Develop the habit of drawing your own figures using suitable software tools for better clarity.
- n. Give a title for each slide. Give readable numbers to all the slides of your presentation on the bottom at right corner is mandatory.
- o. Use a conclusion slide to summarize the main points of your presentation in bullet form.
- p. Proof your slides as well as gist for spelling mistakes and grammatical errors.
- q. Before presentation the slides should be shown to the Coordinator for corrections if any.
- r. All the M.Tech. Students enrolled for Seminar shall report the Seminar Coordinator before a day of scheduled time for receiving any additional instructions.
- s. A synopsis of the seminar should be submitted to the seminar co-ordinator by the previous day of seminar. The synopsis should contain the following.
 - a. Title of the seminar.
 - b. Abstract of the topic.
 - c. Name and other details of presenter
 - d. List of references strictly in ASME format.
- t. Prepare a Seminar Script in two pages only in Times New Roman with minimum font size 11. Distribute script in the beginning of the presentation to the P. G. Seminar Co – Ordinator, all the present faculty members as well as P.G. students.

The reference list should contain the complete details like, name of the author(s), title of the paper, name of the journal, volume number, issue

number, page numbers and year of publication. Similarly, conference papers should have the name of author(s), title of the paper, name of the conference, place in which the conference was held, month and year of the conference (along with the page numbers of the paper in the conference proceedings, if available). References to books should contain name of the author(s), title of the book, name of the publisher, edition number, year and place of publication.

u. After preparation, talk through the presentation aloud, to correct the timing – **20 minutes is the time limit.**

3. Presentation

- a. Make your presentation **precise** (accurate) and **concise** (short).
- b. Use a handout of presentation. This will help organise the talk better.
- c. Introduce yourself at the beginning.
- d. Introduce the topic and highlight its significance
- e. Have good voice projection; deliver in modest pace; modulation of voice is desirable.
- f. Keep eye contact with the audience.
- g. Face the audience - Don't talk to the screen.
- h. Never argue with the audience.
9. Familiarise with presentation aids.
- i. Avoid repeated use of certain words/gestures
- j. Don't say any offensive comments.
- k. Give a good conclusion.

4. Answering questions

- a. Listen to the question completely– then only start to answer.
- b. Repeat the question for the benefit of remaining audience.
- c. Each answer is for the entire audience, not just for the person who raised the question.
- d. Check with the audience, whether the answer is satisfactory.
- e. At the end of seminar session, say Thanks to the audience for the attention