

Final Presentation and Paper Guidelines 6.933J/ STS.420J

Group Presentations of project histories: These will be done in class and section times, to the rest of the class *plus* a series of invited guests. Be prompt! Look professional. If you can, you might plan to stay a few minutes later to chat with the guests. *Note: all class members are expected to attend all presentations. This is not simply a formality but part of the class: the teaching is still going on, learn from your colleagues!* (You do not need to attend *rehearsals* of any group but your own). Overhead projectors and LCD projectors will be provided for each presentation. Let us know immediately if you need something in addition. Make sure you're A/V is up and working before your time slot begins – don't spend the audience's time messing around with A/V.

Rehearsals: The week before your final presentation (December 3, 5) groups shall do rehearsal presentations for the professors and T.A. Rehearsals should be fairly complete, and fit into the timeslot (40 min) and format for the final presentations, and we will give you comments on form and content. We will have overhead projector and powerpoint video projectors. Arrive on-time and set up quickly so we can get through all rehearsals in class time.

Invited guests: these can include anyone you interviewed or who helped you in the course of your research, as well as particular "experts" in the technology. We can make parking available for people coming from off campus. Please give us a list of people (with email or snail mail addresses) you wish to invite by Wednesday, November 28 so we can send them invitations.

Respondents: If time is available for your group, your presentation will be discussed by a "respondent," invited by the professors as a disinterested expert in the topics being discussed. Be prepared to defend your conclusions to someone who really knows the technology! To avoid personal interests, participants will *not* be respondents.

Presentation: Each group will have one hour total: 30-45 minutes for presentation, 5-10 minutes for respondents (if applicable) and then the rest for questions and discussion. There is one single way to make sure you fit into the time slot: *practice your talk* – individually (at least three times) and together (at least twice). Presentations which go over time will be graded down. Practice will also make you feel more comfortable as you speak and smooth your speech.

Grading of presentations:

Clarity – How carefully was the story presented, and how did it mesh with the analysis?

Presentation – Coordination of group members ("choreography"), quality of visuals (not quantity or fanciness), smoothness of oral presentation, fit into time slot.

Integration – Individual presenters coordinating with the whole.

Relevance to course material – Content is relevant to the themes of the course.

Synthesis – Be original! Be creative!

Project History Drafts: The day of the oral presentation rehearsals, a draft of the project history will be due. Professor Mindell and Chen-Pang will add comments and return them the following day. Then groups should modify their drafts before submitting the final paper, responding to professors' comments and those of respondents/discussion from presentation. We will then give this version the final grade (most important). *Final projects due Friday, December 14, 5pm. No exceptions!*