

Guidelines for Preparation and Presentation of Technical Seminar

(For M.Tech Students)

Selection of Topic

1. 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.
2. Some of the journals/publications suitable for reference are:

IEEE Transactions on
Power System
Power Delivery
Power Electronics
Energy Conversion
Industry Applications
Industrial Electronics

IEE Transactions on
Generation, Transmission and
Distribution

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

Preparation

1. Know the topic very well. The message of the presentation should be very clear.
2. In slides, list out key point only. You may include figures, charts equations tables etc. but not running paragraphs.
3. In slides, everything should be readable – Font size used should be atleast 20.
4. Show figures tables etc. only if you have to explain something about it. Just flashing a slide and skipping the explanation is not desirable.
5. Figures should be very clear. Develop the habit of drawing your own figures using suitable software tools for better clarity.
6. For the presentation, adopt simple themes; avoid unnecessary animation and sound effects.
7. Give a title for each slide. Also add slide numbers.
8. There should be a slide for “conclusion”.
9. Before presentation the slides should be shown to the guide for corrections if any.

10. A synopsis of the seminar should be distributed among the concerned teachers latest 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 and the guide.
- d. List of references strictly in IEEE format.

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

Presentation

1. Keep a handout of presentation. This will help organise the talk better.
2. Introduce yourself at the beginning.
3. Introduce the topic and highlight its significance.
4. Have good voice projection; deliver in modest pace; modulation of voice is desirable.
5. Keep eye contact with the audience.
6. Face the audience - Don't talk to the screen.
7. Never argue with the audience.
8. Familiarise with presentation aids.
9. Avoid repeated use of certain words/gestures.
10. Don't say any offensive comments.
11. Give a good conclusion.

Answering questions

1. Listen to the question completely– then only start to answer.
2. Repeat the question for the benefit of remaining audience.
3. Each answer is for the entire audience, not just for the person who raised the question.
4. Check with the audience, whether the answer is satisfactory.
5. At the end, don't forget to say *Thanks* for the attention.