Dear Students,

Welcome to the Prime CAFÉ-PLUS Competition.

Here are some instructions for preparation of your slides and presentation.

Please read carefully and follow.

All the best,

Organizers Prime CAFÉ-PLUS

About file name	1. Please give meaningful name to your file. **Your name Initials_CAFE-PLUS Slides_22-07-30** Example for (**RW_ CAFE-PLUS Slides_22-07-30**) 2. Always signature your files with your name initials so that they are not lost when they reach destination. 3. Time-mark your files by putting the date (YY-MM-DD) at the end. Once you update this file, change the date only. This way your files align well in your computer and easy to track 4. These file names (Data, Slides, Application, Update, Version 2) are bad practice. Avoid.
About slides and presentation	1. Choose Microsoft PowerPoint format and page set up (A4 - Horizontal). 2. Avoid too dense patterns on the background and choose simple clear styles. 3. Divide your information into **six broad categories** (*these can be six slides also*) while you structure your presentation. (i) Introduction (ii) Technical details like methods/technology (iii) Results (iv) Interpretation of the results and broad impact (v) Value/application of the results for society (vi) Your curiosity and future perspective Points- 1. Each slide should have a summary sentence as the title (Bold and Big). 2. Avoid making too crowdy and texty slides. It is better not to have full sentences written on the slides. Have phrases/keywords that should be reference for you to say sentences

	3. Vision the information/message that you want to present first and try to put it into graphics, pictures so that message can be reach to the audience without reading words. 4. Avoid reading the text from slides as you present. 5. Slides must have connectivity. As you go from one slide to the next- it should be smooth. It should be like a continuous story. 6. Script your slides, if you need to, and practice. Structure your words such that you give more information in less words. You would need practice for this. Practise many times and try to evaluate by yourself each time you present and try to make it better and better. 7. Do not read the script at the time of final presentation. You should use pointer and explain the slides and address to the audience. 8. While presenting, try to address the audience, eye contact and connect. 9. Feel and appreciate the message that you are conveying through the slides. Express excitement/sadness/appreciation etc. with correct words and expression. 10. Check your slides for TYPO and Grammar. 11. Check colors (should be clear and appeal to eyes). Avoid too many colors and contrasts.
About Timing	Timing will be strictly monitored. 1. **Three minutes** presentation MUST finish on **2 min 59 Sec** 2. Overtime will be negatively marked. It is failing item. This means that even if you have presented well and scored enough on other points. Overtime will block you from going to the next round. *So, carefully structure your presentation and practice well to keep to the time.*
About QA	1. Listen to the question calmly, and once the speaker has finished the question, try to answer with clarity and as short as possible. 2. Do not try to interrupt the question. 3. If you do not understand the question, request politely to repeat. 4. Keep time restriction in mind and reply in short.

Notes from Round 1 22-08-31	1. Slides- Avoid too much text on slides. 2. Make less crowded and clearly visible slides 3. Use keywords than sentences. 4. Use big and bold font so that it is nicely visible- no less than 20. 5. Each slide better have a title that describes what you are going to say. 6. Bring technical information to a common level of understanding. 7. Ask a question and then answer with your experimental evidence etc. 8. Explain methodology in a common language. 9. Explain value of your research and efforts. 10. Do explain application or even step forward in Knowledge building, whatever applies to you. 11. Make cartoons and schematic diagrams. 12. Never read text from slides while presentation. 13. You need not to present all data that you have. Present most meaningful in context of your presentation. 14. Keep these in mind while you prepare and present- Why? What? How? Where? And What-for? This is helpful to give clarity to your slides, presentation and QA session. 15. Stay confident.
Notes from Round 2 22-09-28	1. Most presentations showed improvement over the first round 2. Slides have improved in terms of clarity and contents **Following are the points to work-on for the next round.** 1. For high-school students as target audience- all technical information should be broken down to easy language. 2. Use Cartoons instead of data. 3. Reduce the volume of data in presentation and pick up the most important one. 4. Make a story. Focus on a question and show how you answer that. If you could not answer - what has been the difficulty and what has been your path/approach to solve it? 5. Add excitement. 6. You may show a failure as an example and then how you solve it to success.

| | 7. Show the value of your work.
8. The above points 1-7 apply for public grant application. In addition, this should have timeline & milestones, budget required and outcome &value. Present an appeal why should you be funded over the rest?
9. The above points 1-8 apply for Industry presentation. In addition, this should present value of your work, What will be your product, its need and market target and value, and how you would sell it? Do remember, the best advertisements are less than 30 secs to sell the product.
10. So, reduce data. Make a selling story. Pour in some excitement.
11. Of course, stay confident and "never GIVE UP" ! Hard work is a Key to Success !! |