

SCHOOL OF ELECTRICAL ENGINEERING & TELECOMMUNICATIONS

Undergraduate Thesis Seminars

ADVICE TO CHAIRPERSON

The Chairperson for each seminar is the speaker from the previous Seminar. The Chairperson should:

- a. Be punctual. Commence the Seminar by introducing the speaker and announcing the topic as close as possible to the advertised starting time.
- b. Allow the speaker 45 minutes in total for group presentation and 30 minutes in total for individual for delivery. Advise the speaker when 10 minutes of this time remains.
- c. For the last ten minutes, announce the beginning of question time. Close the session at the scheduled time (or earlier, if no further questions are forthcoming). ENSURE THAT THE SESSION ENDS IN TIME.

NOTE:

1. If a speaker is absent for any reason, DO NOT use this time for the following speaker. Adhere always to the published timetable.
2. The supervisor is the Reserved Chairperson.

ADVICE TO SPEAKER

Familiarise yourself with the following points:

- a. Immediately before you are due to speak, see that your summary sheet, and an assessment sheet, have been distributed to each member of the audience.
- b. You may speak for the duration time allocated to you only. The Chairperson will warn you when only 10 minutes remain, and again when five minutes remains to allow change-over to the next presentation.
- c. Remember, having spoken, you will be the Chairperson for the following speaker, even if this is after a break.

This information will be displayed on the Chairperson's table.