STUDENT SEMINAR WEEK CHECKLIST - WEEK 12

1. SEMINAR - DATE, TIME, LOCATION
   • See Seminar week list on noticeboard outside the School Office.

2. TIMETABLE FOR SEMINAR WEEK
   • Prepare this early
   • Include six seminars to attend (Elec. & Tele & Biomed. students only)
   • You must be chairman for the seminar presentation that follows yours, except if you are the last person on that day (See notes for Chairperson).

3. PLAN PRESENTATION
   • Duration = 45 minutes total for group presentation (Eg. setting up 5 min, talking 35 min, Questions 5 min.)
   • Duration = 30 minutes in total for individual. (Eg. setting up 5 min, talking 20 min, Questions 5 min.)
   • Include, project description, management plan and progress report
   • Address to be aimed at informing and convincing fourth year U/Gs
   • Avoid detailed analysis.

4. PREPARE TALK
   • Overhead and data Projectors in some rooms
   • Other facilities, and presentation aids available (Supervisor)
   • Twelve slides available from the School Office for individual thesis, 18 slides for groups
   • No pens supplied
   • Slides can be produced by photocopying (at your own expense).

5. PREPARE SUMMARY SHEET
   • One page (typed) - to introduce topic
   • Include project title, your name and the names of Supervisor & Assessor
   • 20 copies may be made (per student) in G12A - (see Noreena Mills) but allow plenty of time

6. AT YOUR SEMINAR
   • Check that summary and assessment sheets have been distributed
   • Be the chairperson for the next speaker (Read the notes displayed on the chairperson's table)

7. ATTEND SIX OTHER SEMINARS
   • Seminar Attendance sheets will be available in the School Office.
   • At the end of the presentation get your attendance sheet signed by the staff member attending the seminar.
• Make sure you when you attend the seminar that you receive a summary and assessment sheet (Retain the summary sheet for your record)

8. AT THE END OF SEMINAR WEEK
• Return attendance sheets to school office no later than 5.00 pm Friday of seminar week.
• If you wish to find out how you performed at the seminar, you may see your evaluation sheets at the School Office (Elec, Tele & Biomed students only) on Week 13/14.