Spring Showcase Demo Instructions

You will need to bring your own laptop. If you need access to the internet, make sure your laptop has wireless and works on the 13th floor. You will be provided table space for your laptop, access to an outlet, and an easel for your poster. You are responsible for bringing the poster. The poster should include the following:

1. A project title
2. The names of the students and users/customers who participated in the project
3. Up to 12 pages of information about the project.

Make sure you use at least 40 point font so that people can read your poster easily. The poster should summarize the problem and the solution and be something you can refer to when showing people the project. At the demo, guests will wander around, and spend about 5 to 15 minutes at each table. Each group should prepare a concise 5-minute summary of the project to deliver to guests (repeatedly). The important thing is to tell your story clearly and concisely. Assume that your audience does not know who your client is or what they do; you can assume that they are reasonably familiar with software. I recommend that the 5-minute talk include these steps:

1. Figure out what your story is and describe it. That is, why did you do the project?
2. Describe the project’s key requirements.
3. Describe the approach you took. This could include business issues, technical hurdles, development strategies, etc. Make certain to talk about what was difficult, and explain how you overcame these challenges. That way people will appreciate what you’ve achieved. Don’t talk about trivial or logistical difficulties like accessing a database.
4. Now, but not before, demo what you’ve achieved.
5. Conclude by 1) reiterating what you’ve accomplished and 2) describing how what you’ve done will benefit users.
The challenge is to do this in 5 minutes. Then, if people are further interested they can ask you questions. But it is much better to give brief discussion of your work that triggers the audience’s interest than a long discussion that bores them. Before the show, I suggest you practice your presentation, out loud, by yourself or to each other, so you get the right words in your heads. Make sure you can do it in 5 minutes. If you like, you can prepare a handout people can take with them.