FALL 2010 EXPO (Guidelines for 2\textsuperscript{nd} semester teams)
Friday, April 30\textsuperscript{th}, 8:45-4:00

EXPECTATIONS FOR TEAM PERFORMANCE:

- **Client Satisfaction.** Display a working design solution that meets or exceeds customer expectations. This includes providing quality evidence that proves that specifications are met.

- **Professional Poster.** Display a draft poster that will be refined and shown at the 2010 Design Expo. The final poster should be professional, engaging, and should clearly communicate the most important aspects of your design problem/solution.

- **Oral Communication - Poster and Presentation Sessions.** Explain how your design works (including key knowledge about design, manufacturing, and testing) at the right level for each visitor. Be enthusiastic and communicate in an organized and clear fashion.

- **Professionalism.** Be a role model in supporting the goals of EXPO, welcoming visitors, and answering questions about our program.

PLANNING AHEAD:

- Send a personal invitation to your client as well as your technical advisor. Copy your lead instructor on this correspondence.
- Make sure your project webpage is up-to-date.
- Browse previous capstone posters and Powerpoint templates on capstone websites for layouts/ideas you like.
- Show your draft poster and final presentation slides to your lead instructor 4-5 days before for assessment.
- Poster/display should be fully assembled and situated before opening remarks.

POSTER REQUIREMENTS:

- Give project title, sponsor, and team name.
- Outline client needs/requirements
- Illustrate final product architecture and its key subsystems/features.
- Provide evidence that all design components work as intended.
- Supplement your poster with laptop items and physical prototypes.

SNAPSHOT DAY POSTER SESSION PROTOCOL:

- Professional dress and demeanor.
- Members do not have permission to skip regularly scheduled classes for Snapshot.
- Take turns attending to your booth but be sure that someone is there throughout the day
FALL 2010 EXPO PRESENTATIONS
GOLD, SILVER, & APPALOOSA ROOMS - SUB
Friday, April 30th, 9:15-12:15

PRESENTATION SESSION PROTOCOL:
• Check the EXPO presentation schedule
• Professional dress and demeanor
• Teams should leave 1-2 members to man the booth. Remaining members should attend the entirety of the presentation session if there is no conflict with another course. **Members do not have permission to skip regularly scheduled classes for final presentations.**
• Presentations should be **12-13 minutes** plus **5 minutes** for questions.
• Be sure that your presentation is pre-loaded on the laptop in the presentation room before the beginning of the session.
• Be sure that the presenter is at the presentation location 10 minutes before the session.
• Allow you faculty advisor to review your slides 3-7 days before EXPO

WHAT IS THE PURPOSE?
This presentation is the complete recap of your design process culminating with a discussion of your detailed design. You should provide details about the development of the problem, the path through conceptual design, and the detailing of the final design. The audience will consist of technically inclined individuals who may have limited or no exposure to your project. The final presentation is a final opportunity to impress your client, classmates, and other observers with your design skills and product.

WHAT SHOULD BE COVERED?
• Present your needs, specifications, constraints, and deliverables.
• Outline your conceptual design process. You should convey the breadth of your search and concept selection process culminating in details of the concept selected.
• Show detailed drawings, models, schematics, and images of your final design.
• Describe any special manufacturing processes that you used to create the prototype.
• Present models, analysis, tests, and/or DFMEAs that demonstrate the performance of your solution with respect to the specs.
• Provide recommendations with respect to the adoption and use of your design.

WHO SHOULD PRESENT?
• **Not all** team members have to speak.
• The team members chosen to speak should be competent and well-versed in the project, and able to field questions.
• For multi-disciplinary projects, a topic from a particular discipline should be presented by someone from that discipline: ME, EE or Comp E.

HOW SHOULD YOU DRESS?
Dress professionally. Dress shirts, suits, and ties are typical.