Background and more instructions

In this key event, our spring 2006 capstone teams will demonstrate and present their products and deliverables in poster sessions and live format to a large number of diverse audiences from the public to the private sectors to faculty to students to parents.

Invitations will be extended to advisory boards of NJIT colleges, board of trustees of NJIT, EDC companies, formal, existing and potential industry-sponsors, businesses in the region from fortune 500 to entrepreneurs as well as many others. Any body else is welcome!

In sum, this is one of the big days for the capstone program to show case our products and services, connect out students to the industry and enable them to present themselves and interact with broader audience and with more flexibility, provide live examples of CCS and NJIT quality of education, expand our network of university-industry relationships, and enhance collaboration and resources across the board.

Remember that this is a totally different than your other big mandatory assignment, your final presentations in the first week in December in-class with mandatory sponsors attendance (more particularly if you invited sponsorship to this project on your own not from the industry sponsors list released in the beginning of the semester).

Your presentation components should include but not limited to:

1- **One or two well printed color posters.**

Sample examples of good posters are attached to this email. The size of the poster has to fit the regular isles we have at NJIT and may need to have a good foundation for your poster.

This poster has to map the process and the product of your project.
In other words, it has to explain the phases and the features and functionalities of your final product in a story board but brief fashion.

2- **Live and interactive presentation from your entire team using PowerPoint slides or PDF** about the project and how it was carried out from the beginning. This has to run repeatedly every 30 minutes or whenever you have a new group of audience or even one or two people wondering about your work. Expect your audience to ask many questions or have concerns .Prepare to answer any anticipated questions your diverse audience may have.

3- **A live demo of your actual product itself, running, functioning and working well on a computer** (smartcard system from media services, your laptop, a projector, a screen or all that combined). This can be part of your live presentation above and/or you can use a powerful presentation technology such as Camtesia Studio or allow hand-on testing .You can

download CAMTASIA STUDIO at http://www.techsmith.com/download/studiodefault.asp You can also input voice with their presentation and leave it playing continuously while you make direct interaction with your audience .

4- **Publications that your audience can keep with them.** This includes brochures, pamphlets, flyers, handouts, CDs /DVDs, business cards, etc. Please make enough black and white and color copies. Expect hundreds of people to come and visit you.

PLEASE TRY TO INVOLVE YOUR SPONSOR IN YOUR LIVE RESENTATION AS MUCH AS POSSIBLE. Let them give a live feedback, have them help you answer questions , record an interview with them .etc.

Also, don't forget to bring a copy of your documentation report that has all your PM, analysis, design, testing and other deliverables.

Remember that all your teams have to be well and formally dressed for this event. Your team has to look and act as professional as possible. This is an absolutely mandatory requirement!

Please bring your own laptops and/or desktops. Your team will be provided with one table and some chairs, at least one easel, and probably an extension cord. Since there will be up to 35 teams presenting at once, it will be very wise to assume lack of resources, verify what will be actually available for your team with me and media services and bring additional resources (laptop , extension cords , etc.   ). Please don't wait until the last week or last day to start your preparations.

- You need to start now if you have not started already. This is a demanding work and it requires a lot of preparations. You need to come on April 24th early in the morning to setup your equipments, train your team, and test every thing or otherwise you may encounter unexpected challenges .It happened before and it can happen to you and your team. Minimize risk by early preparations, checklists, extra verification and testing, and testing and testing on site with NJIT resources that you will actually get on that day.

- Other optional presentation components can include: video clips about your team and your project (from your camcorder after editing), background music, survey (questionnaires) for guests, educational games or quizzes about your product, simple gifts or rewards for audience, and role playing to attract audience attention. Other options are open to your innovation and creativity .Optional and successful components will be rewarded.

Should you have any questions or concerns, please don't hesitate to email me. Project managers can always call me on my cell phone any time if the have any urgent issues regarding this event.

Please update me with your progress in the last two weeks before the event .You can send me electronic copies of your posters and pamphlets and illustrated your teams preparedness .If you have any special needs, please request them no later than the end of this week. My media services list will go very soon to them. Please meet with your team especially for this event as soon as possible and identify your needs. The sooner we get them the better is your chance to guarantee them

I wish you all the best of luck in this major event and crucial one for your evaluation.

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