

Instructions for preparing and delivering your “presentation of preliminary proposal”

Goal: Describe the research idea that your team is focusing on for your team proposal. The presentation should (1) provide an overview of the main research ideas and approaches, and (2) highlight the team’s approach to collaborating on the proposal.

Guidelines: Prepare your presentation according to the following guidelines.

- Plan for a **20-minute** presentation. This gives ~5 minutes per team member; the amount of time that each person presents does not have to be “exactly” 5 minutes. Teams should determine who will lead the presentation of what slides or content, and some slides / content may require more or less time.
- Prepare your slides and presentation to cover the two aforementioned parts: (1) overview of the main research ideas and approaches, and (2) the team’s approach to collaborating on the proposal.
 - Include a title slide with your team’s “name,” proposal title, list of all team members, and date.
 - For part 1, describe your proposal ideas. Provide sufficient background to motivate the proposed research; identify your research objectives and specific research questions or goals. Summarize your planned approaches. Provide an example of two or more preliminary analyses, data exploration, or modeling that your team has done. If you do not have specific results to share at this point, you should at least describe some of the data (include plots or data summaries) or models that you will use. Highlight the potential significance of your proposed research. Include figures, graphics, images, etc.
 - To bridge part 1 and part 2, provide an overview of your project workflow.
 - For part 2, describe your team’s strategy for tackling the proposal, including how you plan to allocate effort and tasks, which may be best summarized by a time-line or Gantt chart. Describe your time and project management plans, meetings strategy, collaborative writing strategy, and any other tools/tactics that you plan to employ.
 - You will likely devote more of your presentation time to part 1, but there are no expectations or requirements for how much time you devote to part 1 versus part 2.
- Work together as a team to prepare your slides. In preparing your slides:
 - Avoid jargon that may not be familiar to your audience.
 - Avoid slides with excessive text.
 - Incorporate visuals (graphics, images, diagrams, etc.) to help support your presentation.

Due date: Collaborative presentations are scheduled for **Tuesday, November 14**. Submit your team's slide deck to this folder by **8 am Tuesday, November 14**:

- https://docs.google.com/presentation/d/1XU3m0tz9fwnVjZdBCz1-6cjBAKA_VJM1k39-dF7SPpU/edit?usp=sharing

Considerations: Practice your presentation prior to delivering it in class. Make sure your team can effectively deliver the presentation. Transitions among presenters should be smooth, and everyone should be familiar with their slides and talking points. If one of your team members is unable to attend the presentation, he/she/they should have contributed substantially to the work leading up to the presentation (e.g., contributed to forming the objectives, getting data, conducting preliminary analysis, generating graphs, preparing slides, etc.).