

Guidelines for the M.S. presentation:

- The student should not schedule a presentation until everyone on the committee (all 3 advisors) say s/he is ready. Typically, this is after all implementation and a *solid* draft of the report is written.
- A day and time should be scheduled that fits the schedules of all advisors and the students. The student should coordinate finding this day and time. A one hour slot is required.
- A room should be scheduled suitable for the presentation and the anticipated size of the audience (typically, this has been about 20-ish for IMGD presentations). The IMGD administrative assistant can help the student in reserving this room.
- At least one week in advance of the talk, the student should send talk title, abstract and list of committee members to the IMGD administrative assistant. The IMGD administrative assistant will advertise via email to appropriate lists.
- The students should prepare for a talk that is significantly less than 1 hour, preferably no more than 45 minutes. This will leave time for questions/discussion.
- Note - an MS presentation is not passed or failed, hence there is no formal written record that needs to take place afterwards. For completeness, perhaps a copy of the announcement (step 4) should be placed in the students' file.