



OPTION AREA II MEETING PRESENTATION

GUIDELINES

FALL 2009

Option Area II – Meeting Presentation

Option Area II – Meeting Presentation - rewards the team for pursuing opportunities to present the technical side of the design project to an audience in a professional setting such as a: student conference, mentor’s work place, university administrators, or community collaborators.

OPTION AREA II – MEETING PRESENTATION - DESIGN TEAM RESPONSIBILITIES

- ❑ Option Area II may be satisfied via one of the following options for meeting presentation:
 - Technical presentation, poster or paper made at a professional or student conference or meeting.
 - A mid-term project presentation or design review made to the team’s mentor at his/her workplace to gain input on research direction.
 - A presentation of the team’s work to College Deans or University’s Regents.
 - A presentation made to collaborator.
 - Other avenues with TSGC approval.
 - *Note: Required presentations made to the team’s design class do not qualify.*
- ❑ Incorporate Meeting Presentation anytime during the semester.
- ❑ Document the team’s Meeting Presentation
 - Submit a brief Meeting Presentation Report upon completion.
 - For award consideration, conclude Meeting Presentation activity and submit report by the deadline specified.
 - Attach Meeting Presentation report as an Appendix to the Final Report so that all team activities can be archived together.
 - In the report, profile and document the team’s participation in a meeting presentation:
 - Title, date, location and sponsors.
 - Describe type of presentation: poster or oral. Provide a copy or photo.
 - Identify audience: ASME, university regents, mentor’s research group,
 - Documentation: a copy of registration, agenda, photos, weblink



OPTION AREA II – DELIVERABLES

- ❑ Option Area II – Meeting Presentation Report
- ❑ Documentation of meeting presentation
- ❑ Submit upon completion AND as Appendix to Final Report.

FINAL DEADLINE: DEC 1ST
Award Consideration: by Nov 1st *

\$\$ AWARD
\$125.00 **

NOTES AND RECOMMENDATIONS:

- Option Areas may be undertaken anytime during the semester.
- Meeting presentation/participation must be professional in style and technical in nature. Non-technical presentations do not qualify as a *meeting presentation* in this context.
- Teams must provide at least one proof of participation with the meeting presentation report: copy of the meeting registration, agenda, photographs, etc.
- * For consideration of an award aimed at team outreach – complete and submit report by Nov 1st.
- * Complete all three Option Areas and earn a total of \$400 PLUS a matching \$400 Scholarship.