



# Delivery and Demo

Tuesday, May 8  
and  
Thursday, May 10

# Format

- ~ 10 minute slide presentation (around 5 slides)
- ~ 10-15 minute demo
- Question and answer (amount of time is up to the customer)
- Everyone must speak, either during the presentation or during the demo
- Deliverable – CD
  - Neat, appropriate information, in a case
  - Multiple copies (minimum of three)
  - Samples

# Contents

## ■ Presentation

- Intro slide
- Agenda
- Brief product background
- Brief description of final design
- Brief overview of testing procedure (known bugs)
- Other?
- Thank you/ Questions?

## ■ Demo

- pre-planned
- one person using mouse
- divide walkthrough up? (No more than two people)

# Using Slides

- Two minutes per slide rule
- How to use laser pointer
- Clicker
  - Click to next slide and hand to next person?
- Slide transitioning
  - Put title up by itself as you transition
    - “Now I’ll hand it over to Joe”
    - Joe: “I’ll be giving you an overview of ...”
  - If bullets, put one up at a time
    - No “fancy” bullet entries

# Using Slides (con't)

- Text on contrasting background (e.g. black on white, white on blue)
- No primary colors (same with UI)
- Sans serif font
- Use the slide's real estate
- Be careful with animation
- Don't overwhelm with logos
  - But use them

# Preparation

- Dry run
  - Scripted, same hardware, visual aids
- Attire
  - More formal than mid-term (button-down shirt and tie)
  - Nothing inappropriate (hats, outdoor jackets)
  - Name tags (logos?)
- Be ready when the customer enters
- Introduce team members at start of presentation
- Breathe! Slow down & focus

# Demeanor

## ■ Demeanor

- formal, but friendly
- speaking voice (good volume)
- eye contact with customer
- confidence
- honesty
- nerves (perfectly normal!)
- note cards if absolutely necessary

# Expect the Unexpected

- Get there early
- Error/crash recovery
  - Don't keep the customer in the dark
  - Distract them during recovery (if possible)
- Backup data files, etc.
- Unexpected/unanswerable questions



# In Conclusion

- Relax
- Be yourself
- Be confident
- Enjoy
- It's formal, but not fatal!