

## May + June 2021 -- Virtual Final Presentations

### REMINDERS

- Presentations must be 15 minutes long, with 5 minutes for Q&A from the jurors.
- All students are expected to speak at least once.
- Add student name to each slide they are presenting.
- Appropriate dress code still applies - No low-cut tops, hoodies, hats etc.
- Cameras preferred to be on.

### LOGISTICS

- Once your date is confirmed, we will send you a calendar invite with the Meeting Link.
- ACE GNY will open the Virtual Presentation “lobby” 10 minutes before the allotted time.
- Please encourage your students if they want to check their microphone or check their connection, they should sign in early.
- **IMPORTANT:** Team Leader or a Mentor will be responsible for flipping through the slides. Please send Ed Jerman (LI), Tatiana Kotlove (NYC), or Tricia Hanafin Elms (WC) the name of the person that will be flipping through the presentation. ACE Staff will give this person “Presenter Status” so they can share their screen, and the presentation, with us.
  - o To share your screen, please click the “Share Screen” button on the bottom of the screen.
- Students should be prepared to begin speaking at their assigned slide, and to introduce the next student speaking so the next student has time to unmute themselves and to alert the presenter to flip the slide.
- Everyone will be muted except for the person speaking.
- After both teams present, the team leader of each team (in order of presentation) will announce the names of the seniors on their team, including the college and major that each student will be pursuing next year. We’d prefer the team leader (or a mentor) report the names and details to ensure a speedy flow of event.
- Presentation will be recorded and uploaded to the ACE GNY website.
  - o During the summer, ACE GNY will highlight one project/presentation each day on social media

### AFTER PRESENTATIONS

- All students will receive certificates of completion via email in late June after all Final Presentations are completed.