JPL Education Office Presents:

Professional Development Series

Techniques for Virtual JPL Internship Presentations

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12:00pm – 1:00pm Pacific Time

www.jpl.nasa.gov/edu/students/

JPL Internship Final Presentations

Reminders

- Keep line muted
- Turn off video
- Type questions in the chat box
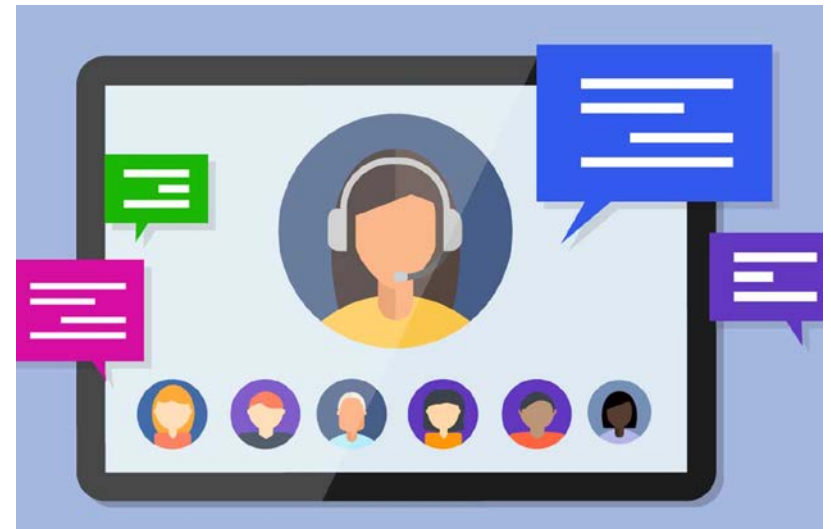- Slides will be posted to Education Office Student Resource Website www.jpl.nasa.gov/edu/students/

Information presented will be specific to JPL Education Office Internship requirements.

JPL Internship Final Presentations

Overview

- Requirements
- Scheduling
- Closed Presentation Policy
- Sample Slide Content
- Tips for Giving a Virtual Presentation
- WebEx
- Q& A

JPL Internship Final Presentations

Purpose

Serves as a capstone to your internship or fellowship experience by providing you, your mentor and other stakeholders with a summary of your research or project and your contribution to JPL.

All students and faculty participating in JPL Education Office programs are required to give a final presentation before their last day at JPL.

JPL Internship Final Presentations
Requirements for 2020

- Each presentation should last for 15 minutes, followed by 2-3 minutes for questions and answers.

- The presentation should concisely describe:
  - **Your role on the project**
  - **Actions you took**
  - **Results you produced**
  - **Demonstrate your technical understanding of the research area**
  - **Opportunity to acknowledge mentor(s) and others**

- PowerPoint recommended. JPL-branded templates available.
  - Use presentation software that best fits needs and virtual setting.
  - **WebEx is required for virtual meeting software.**

 Hint: Use your progress reports and final report (if applicable) to create your slides!

JPL Internship Final Presentations

Scheduling

- Mentor or Group Supervisor will receive a reminder with instructions on scheduling final presentations.
- Students will work with mentor to choose a date and time that works with both schedules before last day of internship. (Keep time zone in mind)
- Can be given as a small group if interns are working on the same project.
- Mentor will create the WebEx calendar invitation and send to all relevant parties, excludes Foreign Nationals and Non-JPL Personnel.
- Ensure that your mentor invites the Education Office (finalpresentations@jpl.nasa.gov) via Outlook and includes your name in the subject line.
  - Due to the number of presentations, the Education Office may not be able to participate

JPL Internship Final Presentations

Closed Presentation Requirements

- **Due to export compliance policy: final presentations must follow closed presentation requirements.**
  - Invitee participant list should be discussed with the mentor and identify any participants whose citizenship is unknown.
  - Mentor will send WebEx invitation to appropriate participants.
  - Check with your mentor or group supervisor before inviting attendees other than those he or she has identified – even if they are JPL employees, interns or fellows.
  - Students are not permitted to allow family members, friends, etc. to view or attend virtual presentations, including practice time.
- No videotaping, audio recording or live streaming
- No sharing via social media, email, etc.

Sample Student Final Presentation
Slide Content

JPL **Jet Propulsion Laboratory**
California Institute of Technology

Title of Project
Intern Name(s)

Section/Organization #'s

Mentor/Co-Mentor Name(s)

Date

Jet Propulsion Laboratory
California Institute of Technology

Abstract

Should be able to stand alone as
a description of your project.

Maximum of 200 words

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Overview/Introduction

- Brief summary of project and/or research question you addressed

- Rationale for work

- Literature Review (what have other researchers found?)

Methods

- Research techniques or methods that you used, and why
- Should enable reader to replicate your work, or pick up where you left off

Results

- Outcomes of the project
- How does this work address your research question? (if applicable)

Welcome to JPL: This is what greeted visitors in December 1957. (jplhistory.gov)
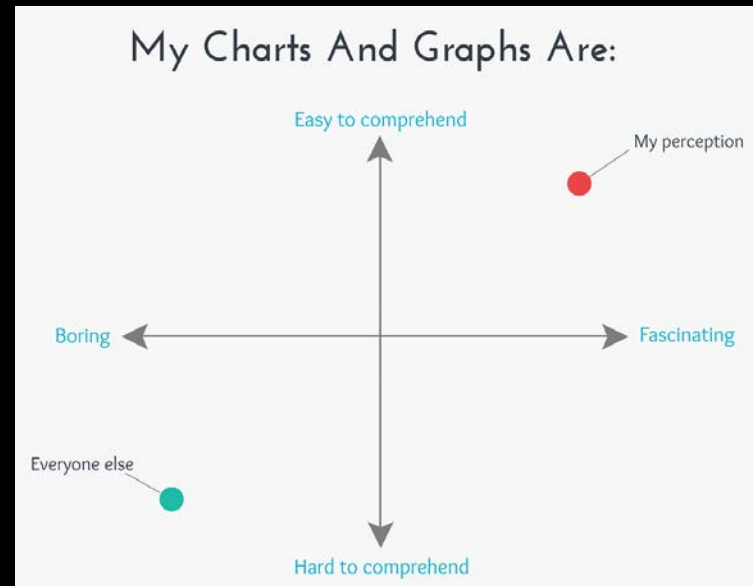
Make graphs and charts clear, labeled and understandable. (funnymeme.com)

Conclusion

- Discuss
  - The implications of your results – i.e. how does this work contribute to JPL? How does it contribute more broadly?
  - Your recommendations for further study

References

- List of your references in the preferred format for your field of research

jpl.nasa.gov

Acknowledgements

- One slide to thank your mentor, co-mentor, fellow interns, Education Office, or anyone else who supported you in this research

JPL Internship Final Presentations

Tips for Giving an Effective Virtual Presentation

Your Appearance

1. **<u>Dress to impress</u>**- Dress professionally, wear clothing that is neutral in color (no plaids or stripes).

2. **<u>Stand when you present</u>** <u>(if practical)</u>- Allows you to stay focused and use good presentation delivery skills such as belly breathing, vocal variety, and pausing.

3. **<u>Consider your lighting</u>**- Lit from the front, not from behind. Do not set up in front of a window. Account for the time of day.

4. **<u>Correct camera set-up</u>**- While standing/sitting, look straight into the camera (not screen), frame your upper torso and head.

JPL Internship Final Presentations

Tips for Giving an Effective Virtual Presentation

Your Environment

1. **Schedule with Household**- While working with mentor, take day and time of presentation into account with household obligations to avoid interruptions. Remind household of important presentation (keep noise down and do not interrupt).
2. **Choose a place-** A quiet space with no distractions and good lighting. Lock the door if possible.
3. **Clean up your background**- Business appropriate. Clean wall or a nice plant, no messes or laundry, junk, inappropriate wall art, etc. Hang curtain if needed.

JPL Internship Final Presentations

Tips for Giving an Effective Virtual Presentation

Be Prepared

1. **Check your technology**- Make sure WIFI is working or hardwire in, download required software, check that camera is working.

2. **Test your microphone**- Is your voice clear? Is the volume loud enough? Okay to use headphones with a microphone.

3. **Test your content**- Make sure all transitions, links, and videos work correctly.

4. **Practice your presentation**- Run through multiple times. Time yourself and or record yourself. (Reminder to not share)

5. **Be early**- Access your call or webinar in advance of the start time so you can iron out any technical issues in advance, test that mentor and required participants can see your screen.

JPL Internship Final Presentations

Tips for Giving an Effective Virtual Presentation

Engage Your Audience

1. **Be brief**- 15 min, plus 2-3 min of Q & A. Don't drone on!

2. **Be simple**- Keep slides simple, avoid too many words, graphics and animation features. Make sure that it adds value to the presentation.

3. **Do use Photos and Figures**- Include if relevant, use captions and be consistent.

4. **Be dynamic**- Use facial expressions, movements, and eye contact. Will help your vocal inflections and show enthusiasm. Eye contact with the camera will help engage your audience instead of looking at your screen.

5. **Run through your script**. Try to avoid using words, such as "like," and "so," and fillers, such as "um," and "ah". Avoid "Up Talk" or "vocal fry" inflections or endless laundry list.

6. **Don't speak too fast or too slow**. Have a conversation with your audience, otherwise you will loose their attention. Audience can only hear your voice and tone and see your slides. Keep them interested. But don't go crazy.

JPL Internship Final Presentations

Tips for Giving an Effective Virtual Presentation

Virtual Meeting Etiquette Reminders

1. <u>Dress appropriately</u>
2. <u>Be aware of your surroundings</u>
3. <u>Mute your microphone when not speaking</u>
4. <u>When presenting, speak up!</u>
5. <u>No food allowed</u>
6. <u>Have water on hand</u>
7. <u>Allow and give time for participants to unmute during Q&A</u>
8. <u>Make sure comments and questions have concluded before responding.</u>
9. <u>Welcome and greet participants and thank them for their time at the beginning and end of presentation.</u>

How to Join a Meeting!

When you get the meeting invitation in your email, you can use it to join your meeting in different ways, like from your computer, mobile device, phone, or video system. Your invite includes the options available to you for that particular meeting.

For your JPL Internship Final Presentation, please use your computer.

When you receive an email invitation to a Webex meeting, it might look something like this:

Open the calendar invitation from email and **click Join Meeting**.

You **DO NOT** need to call in at this step. (Unless you are unable to sign on through your computer and will only be joining by phone)

Click Join Meeting, Accept Disclaimer
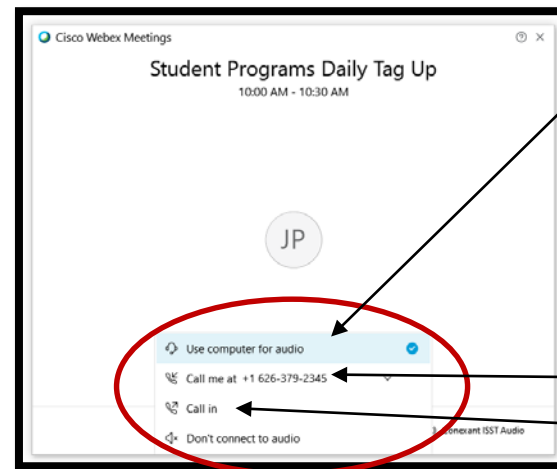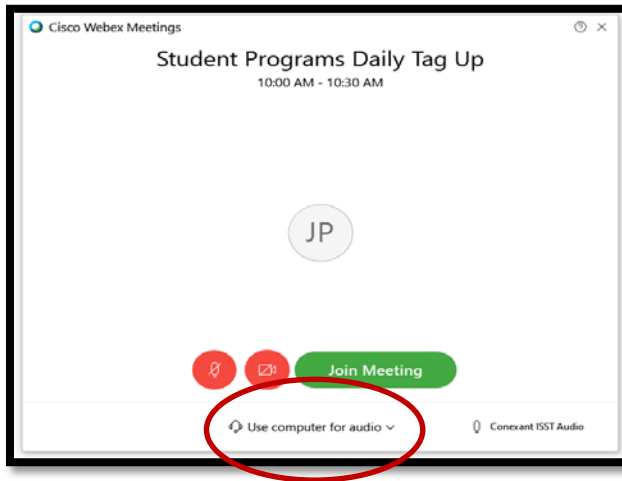
How to Join a Meeting from Your Computer

Change your audio and video settings before joining your meeting.

When using computer for audio, make sure to have a **working microphone and speaker**. You can test this in your Webex software. **You do not need to call in additionally.**

When using your cell phone, Webex can call you directly or you can call in manually. **Make sure to mute you cell phone and computer microphone within the Webex application**.

When ready, **Click join!.**

Webex will show you your audio and video status. Red with an "X" means muted or off. You can click them on and off as needed.
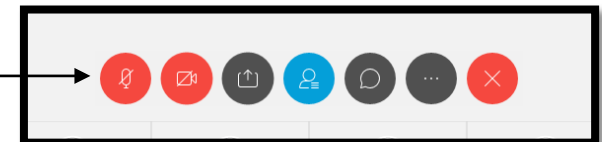
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Questions

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Resources

www.jpl.nasa.gov/edu/students/your-internship/

Education Office

Main Office Phone: 818-354-1260

Email internships@jpl.nasa.gov

jpl.nasa.gov