



Dr. Glen Kleine Capstone Presentations **Data Sheet for Presenters**

DATE: Thursday, May 3, 2018
TIME: 6:00 p.m. to 8:00 p.m.
Place: ECU Business & Technology Center
Rogow Auditorium (BTC 049)

Desktop / Laptop, projector, and Internet access will be provided for presentations.
Communicate additional audio/visual needs to Kathy Barr ASAP.

Presentations should be prepared in PowerPoint and loaded to the laptop for ease of transition between presentations. *Practice prior to presentation is strongly encouraged.*

Presentations will be loaded onto computer prior to event. Email to Kathy Barr (or bring to her office) no later than noon, Tuesday, May 1st.

Presentations should be no longer than 12 minutes.
Total presentation time is 15 minutes (3 minutes allowed for Q&A)

If there are several members on a team, no more than 2-3 should make the presentation for Capstones.

Room will be set up and available for rehearsal by 3:30 p.m. on event day.

Presenters should remain for the entire program.

Photographs will be taken after the program has concluded.

Please invite family and special friends. Give their names and address to your professor so that the Dean may extend a personal invitation.

For questions or additional A/V needs, contact:

Kathy Barr, External Affairs Coordinator
EKU College of Business and Technology, BTC 214
Office phone: 859-622-1412 Email: kathy.barr@eku.edu