Dr. Glen Kleine Capstone Presentations
Data Sheet for Presenters

DATE: Thursday, May 2, 2013
TIME: 6:00 p.m. to 8:00 p.m.
LOCATION: EKU Business & Technology Center 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. NOTE: Microsoft Office 2010 is on the computer and will run files saved in previous versions of PowerPoint. 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, Monday, April 30th.

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 Thursday, May 5th.

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