DATE: Thursday, April 28, 2011
TIME: 6:00 p.m. to 8:00 p.m.
LOCATION: Perkins Building, Quad D
Eastern Kentucky University

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 2007 will be on the laptop and will run files saved in previous versions of PowerPoint. Practice prior to presentation is strongly encouraged.

Presentations should be copied to CDROM or USB memory key. Presentation may also be emailed to Kathy Barr or brought to her office no later than noon, Monday, April 25th. Students may also access their presentation via Internet for loading onto the laptop.

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 your team, no more than 2-3 should make the presentation for Capstones.

Room will be set up and available for rehearsal by 3:00 p.m. on Thursday, April 28th.

Presenters should remain for the entire program.

Photographs will be taken after the program has concluded.

Please feel free to invite family and special friends. Give your professor their names and address 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