

Presentation Checklist for Chem Eng 391

	First day	Schedule a date for your seminar
	Soon after first day	Start looking for a topic and associated materials
	2 weeks prior to seminar	Approve topic with professor
		Start assembling presentation material
	1 week prior to seminar	Complete the draft of presentation
		Discuss it with professor
	Day of presentation	Dress up, load presentation onto laptop
	Within 1 week after presentation	View video of presentation and complete self evaluation form