

## KTP Centres in Scotland Seminar Series

The Seminar Series is a collaborative venture for the KTP Centres in Scotland. It aims to help Associates enhance their written and oral presentation skills and provides an excellent networking opportunity. It also allows the details of the project to be disseminated whilst promoting Knowledge Transfer Partnerships to a wider audience. In attendance will be members of the KTP community and possibly those from the business and academic sectors along with representatives from economic development agencies. All Associates are expected to give a presentation on their projects at one of the series of KTP Seminars. Your local KTP Centre will contact you with details of the Seminar at which you will be expected to present. Invitations to the Seminar are distributed by email.

### Requirements for your Presentation

- 🌀 Dress code – smart (no jeans).
- 🌀 Presentation content: an introduction to the company, the nature and results of your project and, in particular, highlight the knowledge transfer.
- 🌀 Presentation structure: natural flow, pitched for audience.
- 🌀 Slides/visual aids: such as pictures/graphics/samples/demo.
- 🌀 Presentation length: 12-15 minutes plus 5 minutes for questions (20 minutes max.)
- 🌀 Your presentation should be preceded by a brief contextualising introduction by your Company Supervisor (or stand in).
- 🌀 You will be asked to supply a title for your presentation and a synopsis (50 -100 words)

### Sample Programme

- 10.00 Registration & Coffee
- 10.30 Welcome and Introduction [Welcome: Centre Manager, Chair: KTP Adviser1]
- 10.40 Keynote speaker
- 10.55 Associate 1 presentation
- 11.15 Associate 2 presentation
- 11.35 Networking/Coffee break
- 11.50 Associate 3 presentation
- 12.10 Associate 4 presentation
- 12.30 Networking/Buffer Lunch
- 1.30 Welcome and introduction [Welcome: Centre Manager, Chair: KTP Adviser2]
- 1.40 Keynote speaker
- 1.55 Associate 5 presentation
- 2.15 Associate 6 presentation
- 2.35 Networking/Coffee break
- 2.50 Associate 7 presentation
- 3.10 Associate 8 presentation
- 3.30 Close