

2026 Annual Senior Design Conference

9:30 am - 3:30 pm, Friday, May 1st, 2026

Engineering Complex

Instructions for Senior Design Conference

Frank H. Dotterweich College of Engineering

1. Senior Design Teams

Registration

- All Senior Design students must register for the conference.
- Mr. McCoy will visit Senior Design classes immediately after Spring Break to complete registrations.
- Registration deadline: **Friday, April 24, 2026.**

Abstracts

- Each team must submit a project abstract (maximum 200 words).
- Include: project title and all team members' names.
- Abstracts will be posted on the College of Engineering website and shared with judges at least one week before the conference.
- Email abstracts and team member list to **Austin McCoy** at austin.mccoy@tamuk.edu by **Monday, April 6, 2026.**
- A standard abstract format has been provided to Senior Design faculty.

Presentations

- Each team must give a **PowerPoint presentation**; all members must have a significant speaking role.
- Audience will include judges, Senior Design faculty, a moderator, and a moderator assistant.
- Morning sessions: upload presentations in your assigned room between **8:30–9:30 am.**
- Afternoon sessions: upload presentations in your assigned room between **12:15–12:45 pm.**
- Bring a backup copy of your presentation on a USB drive.

Timing

- Each team has a **30-minute** session:
 - 20 minutes for the presentation
 - 5–7 minutes for questions
 - 3–5 minutes for judges to complete online assessments and transition
- The moderator will give a 2-minute warning.
- Presentations exceeding 20 minutes will be stopped.

Posters and Prototypes

- Teams **with a prototype** may request to display a prototype and an accompanying poster.
- No other posters will be allowed this year.
- To request a prototype/poster display, contact Mr. McCoy by **Monday, April 20, 2026.**

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- Prototypes/posters must:
 - Clearly identify the team and project
 - Provide enough information to explain the design
- Displays must be set up by **9:00 am** and remain in place until the conference concludes (approximately **3:00 pm**).
- The college will provide poster stands and boards; additional display details will be provided upon registration of your prototype.

Professional Attire and Conduct

- Professional attire is **required**.
 - Alumni, industry representatives, community members, and the campus community will be present; this is an important networking opportunity.
 - Sessions will be recorded for ABET purposes.
 - Please exit the room promptly after your Q&A so the next team can prepare.
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2. Senior Design Faculty

- Ensure your students are fully prepared to present at the conference.
 - Conduct practice sessions and reinforce timing expectations (20-minute presentation within a 30-minute session).
 - Session recordings will be available after the conference; the moderator assistant will manage recording.
 - You are welcome to ask questions during the Q&A.
 - For process questions, contact **Austin McCoy**.
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3. Senior Design Judges

- Thank you for serving as a judge for this year's Senior Design Conference. Your evaluations help the college assess program effectiveness and meet ABET accreditation standards.
- Judges may participate **in person** or **virtually**.

Before the Conference

- A TEAMS link will be sent at least one week before the conference to judges participating virtually to verify audio and video.
- You will also receive the conference schedule and project list.
- A judging rubric will be provided in advance and printed copies will be available in each room.

During Sessions

- Each session is **30 minutes**:

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- 20 minutes for the team presentation
- 5–7 minutes for questions
- 3–5 minutes to complete the **online assessment**
- Online assessments will be accessed via **QR code**.
 - Please download a QR code reader to your phone before the conference and test it in advance.
 - A QR code will be provided after each presentation; complete an assessment for **every team**.
- Moderators will remind judges to complete assessments at the end of each session.

Schedule

- Dean's welcome: **9:30 am - 9:45 am**
 - Report to assigned rooms - **9:45 am**
 - Morning sessions: **10:00 am - 12:00 pm**
 - Lunch break: **12:00 pm - 1:00 pm**
 - Afternoon sessions: **1:00 pm - 3:30 pm**
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4. Moderators

- Ensure that each session stays on schedule and runs smoothly.
 - Standard session structure:
 - 20-minute presentation
 - 5–7 minutes for questions
 - 3–5 minutes for judges to submit online assessments
 - Confirm that judges have completed their assessments before moving to the next team.
 - Coordinate with your moderator assistant on:
 - How to signal remaining time to teams
 - How to manage transitions between presenters
 - How to verify that all team members are present and on time
 - You will receive a list of teams and team members for your room.
 - Help maintain the schedule around the **12:00 pm lunch** and ensure afternoon sessions restart promptly at **1:00 pm**.
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5. Moderator Assistants

- Support the moderator in maintaining timing, structure, and flow of each session.
- Responsibilities include:
 - Announcing when there are 2 minutes left in each presentation
 - Using the provided **5-minute** and **2-minute** time cards
 - Ensuring judges know when and how to complete ABET-related assessments
 - Confirming that an online assessment is completed for each team

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TEAMS and Recording

- Ensure all presentations in your assigned room are recorded on TEAMS.
 - You will be provided TEAMS links in advance and assigned as a co-host.
 - Log into TEAMS before the first session, after lunch, and after the snack break, and confirm that recording is active each time.
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6. Contact Information

For any questions, please contact:

Austin McCoy, Director

Javelina Engineering Student Success Center

Frank H. Dotterweich College of Engineering

Email: kujam009@tamuk.edu

Phone: (361) 593-2799