

Agenda for the Green Energy Case Preparation Workshop 6:30-8:30pm November 12, 2009 Boelter 5249

6:30-6:40pm

1. Introduction

6:40-7:00pm

2. Excel Workshop- Nathalie Arbel (Deloitte Consulting Summer 2009)

- a. Basics of Excel
- b. Simple Calculations
- c. How to organize tabs and include quant in your presentation

7:00-7:50pm

4. Q&A- SCE (Platinum Sponsor)

- a. Representatives will answer questions regarding the case
- b. Case materials will be handed to teams

7:50-8:20pm

3. PowerPoint- Liz Han (Deloitte Consulting)

- a. The fundamentals of creating slides, formatting them, making them attractive and clear, etc.
- b. How to organize and convey your recommendations
- c. How to structure your PowerPoint presentation (your “deck”) to tell the story you’re developing about the case

8:20-8:30

5. Odds and Ends (time permitting)

- a. Handling Q&A after your presentation
- b. Public speaking
- c. Dealing with nervousness
- d. Preparing for Saturday (what to bring, what to wear, etc.)
- e. Tips for taking advantage of the competition
- f. Time for you to ask us **anything at all**
- g. Clarifications, questions, concerns, comments, general inquiries into how awesome it is to be me, etc.—this is your time!

