

Presentation Management–Team (70)

Description

Assess use of current desktop technologies and software to prepare and deliver an effective multimedia presentation.

Eligibility

A team will consist of 2-4 members. A contestant may not participate in more than one of the following events in the same year: Presentation Management–Individual, Presentation Management—Team, and Prepared Speech. A previously used presentation may not be used.

Team must supply

- Computer
- Presentation Software
- Sound cards (optional)
- External Speakers (optional)
- Projection system (optional)
- Props (optional)
- Teams must bring all supporting devices (e.g., extension cords, power supply, etc.)
- Carry-in and set-up of equipment must be done solely by the team and must take place within the time allotted

<p>Business Professionals of America assumes no responsibility for hardware/software provided by the team. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.</p>
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Competencies

- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate effective teamwork skills needed to function in a business setting
- Demonstrate knowledge of multimedia software and components
- Demonstrate effective oral communication skills
- Apply technical skills to create a multimedia presentation which enhance the oral presentation

Specifications

- The team shall design a computer-generated multimedia presentation on the assigned topic listed below.
- The presentation will be no less than seven (7) and more than ten (10) minutes.
- The length of set-up will be no more than five (5) minutes.
- Set-up will be stopped at five (5) minutes to begin the presentation.
- The presentation will be **stopped** at ten (10) minutes and will be followed by judges' questions.
- A word-processed copy of works cited must be submitted at the time of presentation check-in. Works cited must be formatted according to the [Style & Reference Manual](#).
- No VCR or laserdisc may be used. The presentation content must be on the team's computer hard drive, CD-ROM or DVD.
- Use of graphics, including charts, is to be a part of the presentation.
- If the Business Professional of America logo is used, graphic materials must follow the organization's Graphic Standards and make proper use of the logo and/or organization's name. (Refer to the Graphic Standards in the [Style & Reference Manual](#).) National Business Professionals of America grants permission for the use of the logo and/or organization's name.
- All members of the team must participate in the "live" presentation.
- The team must provide the contest administrator prior to their presentation a [Team Entry Form/Statement of Originality and Specification Compliance](#).
- The team is responsible for securing a [release form](#) from any individual whose name, photograph, and/or other information is included in the presentation.

- It is the policy of Business Professionals of America to comply with state and federal copyright laws, which are available on the Web at www.copyright.gov/title17/circ92.pdf. Use the Copyright and Fair Use Guidelines in the *Style & Reference Manual*.
- **Contestant(s) will be DISQUALIFIED for violations of the Copyright and Fair Use Guidelines.**
- The team must furnish all equipment/ materials necessary for the presentation except projection surface. Items left with judges in Preliminary competition will be discarded and not forwarded to the next level.
- Up to five (5) minutes will be allowed each team for questions by the judges. All team members may confer on the questions and are encouraged to share in the responses.
- The team is to make effective use of current multimedia technology in the presentation (e.g., sound, movement, digital video, etc.).
- The presentation should use space, color, and text as design factors.

Topic

Many colleges and professional certification programs have recently been offering their courses on-line as a means to both increase enrollment and to make it more convenient for students to be able to take classes at times that fit into their schedules. Create a multi-media presentation that encourages school administration to develop a pilot of on-line classes within your school.

You should include but are not limited to:

- The benefits to students and staff in the flexibility of class scheduling
- The benefits to administration of the cost of course development and execution (actual teaching).
- The benefits of tailoring courses to specific student requirements or expectations.
- The disadvantages of students not being in a traditional classroom setting and how these disadvantages could be overcome.
- Recommendations on what class(s) would be candidates for the pilot.

Teams who do not submit an entry that follows this topic will be disqualified.

Method of evaluation

Judging Rubric

Length of event:

No more than five (5) minutes set-up

No less than seven (7) and no more than ten (10) minutes oral presentation

No more than five (5) minutes judges' questions

Finals may be included at state and national levels.

Equipment provided

Projection surface at national competition only.

Entries

Each state is allowed two (2) entries

Ideas presented become the property of Business Professionals of America. All team members should be aware that their presentation may be audio and/or videotaped.

Materials submitted for competition cannot be returned.

Teams in all judged events who wish to receive judges' comments must submit a self-addressed, stamped envelope to the event administrator/proctor before judging takes place.

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Judges' Presentation Scoring Rubric/Rating Criteria

Items to Evaluate	Below Average	Average	Good	Excellent	Points Awarded
Opening and summary	1-5	6-10	11-15	16-20	
Objectives to be achieved are stated	1-5	6-10	11-15	16-20	
Stage presence and delivery	1-5	6-10	11-15	16-20	
General team appearance	1-5	6-10	11-15	16-20	
Participation by all team members	1-5	6-10	11-15	16-20	
Typography (typeface, size, & color)	1-5	6-10	11-15	16-20	
Functional graphics contribute to the progression of the idea	1-5	6-10	11-15	16-20	
Charts and graphs used effectively	1-5	6-10	11-15	16-20	
Effective use of color and space	1-5	6-10	11-15	16-20	
Effective use of multimedia technology	1-5	6-10	11-15	16-20	
Development of stated theme	1-5	6-10	11-15	16-20	
Answers to Judges' questions	1-5	6-10	11-15	16-20	
TOTAL POINTS (240 points maximum)					

Presentation will be stopped at 10 minutes.

Specification Points Rubric/Rating Criteria

SPECIFICATION POINTS: All points or none are awarded by the proctor per team, not per judge.		Points Awarded
Entry Form/State of Verification and Release(s) Forms provided	10	
Works cited provided and formatted according to the Styles & Reference Manual	10	
Presentation lasted no less than seven (7) and no more than ten (10) minutes. (No points awarded if presentation is less than seven (7) or more than ten (10) minutes.)	10	
All registered team members are in attendance for entire event	10	
TOTAL SPECIFICATION POINTS (40 points maximum)		

TOTAL MAXIMUMPOINTS = 280