

## **(555) Presentation Management Individual**

### **Description**

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

### **Eligibility**

A contestant may *not* participate in more than one of the following events in the same year: Presentation Management Individual and Prepared Speech. A previously used presentation may *not* be used.

### **Topic**

Choose the type of business you work for (e.g. hospital, school district, business office, manufacturer, etc.) Your employer has recently experienced problems with security and employee dishonesty. Some of the problems include arriving late, leaving early, accessing private areas without the proper authorization, and unauthorized entry by outsiders. Your boss has selected you to research and present information on identity and security technologies your company could implement to help in these and other areas. Create a presentation for your Board of Directors about the various types of available technologies.

Things to consider *must* include, but are *not* limited to:

- Various types of technologies
  - wearable ID and/or embeddable tech
  - biometric technology
  - other new technologies
- Advantages and disadvantages of using this technology in your chosen type of business
- Limit your presentation to the products only; *not* to specific companies that provide the products
- Product lifespan
- Use data to support your presentation
- Follow Copyright Guidelines when using company logos and likenesses

Contestants who do *not* submit an entry that follows this topic will be *disqualified*

### **Contestant must supply**

Presentation device

Presentation software

Sound cards (optional)

External speakers (optional)

Projection system (optional)

Props (optional)

No Internet access will be provided on-site at NLC; however, contestants may provide their own access to be used only for their presentation to the judges

Contestants 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 contestant and must take place within the time allotted

**Business Professionals of America assumes no responsibility for hardware/software provided by the contestant. 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.**

## Competencies

- Demonstrate knowledge of multimedia software and components
- Demonstrate effective oral communication skills
- Apply technical skills to create a multimedia presentation which will enhance the oral presentation

## Specifications

- The contestant shall design a computer-generated multimedia presentation on the assigned topic.
- The contestant is to make effective use of current multimedia technology in the presentation (e.g., sound, movement, digital video, etc.).
- Contestant should use space, color, and text as design factors.
- Use of graphics, including charts, is to be a part of the presentation.
- The length of set-up will be no more than three (3) minutes.
- The length of the presentation will be no less than seven (7) minutes and no more than ten (10) minutes, followed by no more than five (5) minutes of judges' questions.
- One (1) copy of the [Individual Entry Form](#), including signatures, and Works Cited must be submitted at the time of the presentation at NLC at both the Preliminary and Final Competition.
- Format of Works Cited must be according to [Style & Reference Manual](#).
- 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](#).)
- The contestant is responsible for securing a [Release Form](#)(s) from any individual whose name, photograph, and/or other information is included in the presentation.
- The presentation content must be on the contestant's computer hard drive, a CD-ROM or a DVD.
- All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at <http://www.copyright.gov/title17/circ92.pdf>. The [Style & Reference Manual](#) contains guidelines for Copyright and Fair Use. Participant(s) will be *disqualified* for violations of the guidelines.
- National Business Professionals of America grants permission for the use of the copyrighted logo and tagline.

## Method of evaluation

Judge's Scoring Rubric

## Length of event

No more than three (3) minutes for set-up

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

No more than five (5) minutes judges' questions

Finals may be included at state and national levels

## Entries

Each state is allowed three (3) entries

**Ideas presented become the property of Business Professionals of America.**

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

**Materials submitted for competition *cannot* be returned.**

## (555) Presentation Management Individual

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

### Presentation Scoring Rubric

Contestant Violated the Copyright and/or Fair Use Guidelines	<input type="checkbox"/> Yes <i>(Disqualification)</i>	<input type="checkbox"/> No
If yes, please stop scoring and provide a brief reason for the <i>disqualification</i> below:		
Contestant followed topic	<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Disqualification)</i>

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 content	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	
<b>TOTAL PRESENTATION POINTS (220 points maximum)</b>					

*Props and/or additional items shall not be used as a basis for scoring.*

**(555) Presentation Management Individual**

Judge Number \_\_\_\_\_

Contestant Number \_\_\_\_\_

**Specification Scoring Rubric**

<b>SPECIFICATION POINTS:</b> All points or none per item are awarded by the proctor per contestant, <i>not</i> per judge.		<b>Points Awarded</b>
Set-up lasted no more than three (3) minutes – 5 points Presentation was no less than seven (7) minutes and lasted no more than ten (10) minutes – 5 points	10	
Documentation submitted at time of check-in: keyed and signed <a href="#">Individual Entry Form</a> (1 copy), Works Cited (1 copy), and <a href="#">Release Form</a> (s) (1 copy) at time of presentation <i>Must have copies for preliminaries and finals</i>	10	
Works Cited formatted according to the <a href="#">Style &amp; Reference Manual</a>	10	
<b>TOTAL SPECIFICATION POINTS (30 points maximum)</b>		

**TOTAL MAXIMUM POINTS =250**

**PRESENTATION WILL BE STOPPED AT TEN MINUTES**