

(560) Presentation Management Team (S | PS)

Description

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

Eligibility

Any Secondary or Post-secondary division student member may enter this team event. A team will consist of 2-4 members. A member may *not* participate in more than one of the following events in the same year: Presentation Management Team and Prepared Speech. A previously used presentation may *not* be used.

Topic

As the world recovers from the COVID-19 global pandemic, many businesses are developing plans for their employees to return to the office for work. Some companies are requiring employees to return to the office full-time, others are offering a virtual office option, and others are providing hybrid options to meet the needs of the business while accommodating the wishes of their employees. One of the factors in developing these plans is vaccination rates. Coronavirus vaccinations are mostly available throughout the United States but they are somewhat controversial. Not everyone is choosing to receive the vaccination for a variety of reasons. For example, as of July 1, 2021, approximately 49% of US working-age adults, ages 18 to 65, were fully vaccinated. Many businesses had to overcome challenges and balance the needs of the business with the requests of their employees as they develop return to work policies.

As a management team for Digital Solutions, develop a “Return to Work” policy for your company assuming only half of your employees have been fully vaccinated.

Things to consider, but not limited to, include:

- Legal and regulatory issues
- Personal ethical concerns
- Privacy of the individual’s medical records
- Risk to employees
- Competitors’ policies

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

Team 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, teams may provide their own access to be used only for their presentation to the judges.

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

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.

Competencies

- Evaluate and delegate responsibilities needed to perform required tasks
- Demonstrate effective teamwork skills needed to function in a business setting
- Apply technical skills to create a multimedia presentation which will enhance the oral presentation
- Demonstrate effective oral communication skills
- Secure facts and data from multiple sources, emphasizing research skills

Specifications

- The team shall design a computer-generated multimedia presentation on the assigned topic.
- 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.
- 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.
- All members of the team must participate in the "live" presentation.
- All team members must participate in order to be ranked.
- All team members may confer on the questions and are encouraged to share in the responses.
- One (1) copy of the signed Release Form(s) 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 team is responsible for securing a signed [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 law. Federal law pertaining to copyright, as contained within the United States Code, is available at <https://www.copyright.gov/title17/title17.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.
- All materials (props, displays, samples, gifts, etc.), other than the required submission, may *not* be left with judges.

Method of evaluation

Judge's Scoring Rubric

Length of event:

No more than three (3) 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

Entries

Each state is allowed two (2) 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.

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Team Number _____

Presentation Scoring Rubric

Team 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:		
Team 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	
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 PRESENTATION POINTS (240 points maximum)					

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

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Specification Scoring Rubric

SPECIFICATION POINTS: All points or none per item are awarded by the proctor per member, <i>not</i> per judge.		Points Awarded
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: Works Cited (1 copy) and signed Release Form(s) at time of presentation <i>Must have copies for both preliminaries and finals</i>	10	
Works Cited formatted according to the Style & Reference Manual	10	
All registered team members in attendance for entire event	10	
TOTAL SPECIFICATION POINTS (40 points maximum)		

TOTAL MAXIMUM POINTS = 280

PRESENTATION WILL BE STOPPED AT TEN (10) MINUTES