PREPARED PRESENTATION

OVERVIEW

Applying leadership and 21st century skills, participants prepare to deliver an oral presentation, using a digital slide deck. The theme for Prepared Presentation will reflect the current national TSA conference theme and be located on the TSA website under *Themes & Problems*.

ELIGIBILITY

Three (3) individuals per state may participate.

TIME LIMITS

A. Each presentation must be no less than three (3) minutes and no more than five (5) minutes.

B. A maximum of one (1) minute is allowed for set-up.

C. At the conclusion of the presentation, participants must remove all equipment and exit the room.

D. A time deduction as noted in the rubric will be incurred for not adhering to any time designations/restrictions.

ATTIRE

TSA competition attire is required for this event.

PROCEDURE

PRELIMINARY ROUND

A. Participants report at the time and place stated in the conference program to sign up for an assigned presentation time.

B. Participants will report to the holding area, as stated in the conference program, fifteen (15) minutes prior to their individual assigned time.

C. The event coordinator introduces each participant by number and in order of scheduled times. The schedule allows time for set-up and removal of materials.

D. Judges independently assess each participant's speech.

E. A list of twelve (12) semifinalists (in random order) is posted.

SEMIFINAL ROUND

A. Semifinalists report to the event area at the time and place stated in the conference program to receive an assigned presentation time.

B. Semifinalist presentations follow the same procedure as in the preliminary round.

C. Ten (10) finalists will be announced during the conference awards ceremony.

REGULATIONS AND REQUIREMENTS

Students will work to develop their leadership and 21st century skills in the process of preparing and participating in this TSA competitive event. The development and application of those skills must be evident in the submission, demonstration, and/or communication pertaining to the entry.

PRELIMINARY ROUND

A. Each presentation must be the result of the participant's own efforts.

B. The topic for the Prepared Presentation event is the published theme of the current year's national TSA conference. Information about technology and TSA is appropriate as long as it relates to the published theme.

C. The speech must include the use of a digital slide deck with a minimum of five (5) slides. The participant must not include any identifying information in the slide deck except for the participant's ID number.

D. Participants are not allowed to hear other participants' speeches.

E. It is the participants responsibility to provide one (1) laptop needed for the presentation. The laptop must be battery powered, charged, and will be placed on the judges table. The judges will view the screen during the presentation. No projection equipment is allowed.

F. Participant scores are penalized one (1) point per ten (10) second interval for speaking over or under the allotted time.

   1. The same penalty is used for set-up.

   2. Set-up time begins when the participant is called into the room and ends when the participant is ready to deliver the presentation.

3. The participant will state the theme and then will begin the speech. The speech time will commence when the speech begins.

G. A podium will be available in the room, but the laptop will be on the table with the judges.

H. A time-keeper will hold up a card with "one minute remaining" when the presentation has reached the four minutes mark.

I. No observers are allowed in the event or preparation rooms during the preliminary round.

SEMIFINAL ROUND

A. All regulations from the preliminary round apply to the semifinal round.

B. Observers may be allowed to sit in the audience during the semifinals if space is available and the coordinator provides permission.

C. Observers may not enter or leave during a speech.

D. No audio or visual recording devices (including cell phones, digital cameras, etc.) by the observers are permitted.

EVALUATION

A. Tthe quality of the presentation and the appropriate use and content of the slides in the slide deck as it relates to the national TSA conference theme.

Refer to the official rating form for more information.

STEM INTEGRATION

This event aligns with the STEM (Science, Technology, Engineering, and Mathematics) educational standards.

LEADERSHIP AND 21ST CENTURY SKILLS DEVELOPMENT

This event provides opportunity for students to build and develop leadership and 21st century skills including but not limited to:

- Communication
- Collaboration/Social Skills
- Initiative
- Problem Solving/Risk Taking
- Critical Thinking
- Perseverance/Grit
- Creativity
- Relationship Building/Teamwork
- Dependability/Integrity
- Flexibility/Adaptability

CAREERS RELATED TO THIS EVENT

This competition has connections to one (1) or more of the careers below:

- Broadcast media specialist
- Lawyer
- Management consultant
- Motivational speaker
- Public relations executive

PREPARED PRESENTATION

2023 & 2024 OFFICIAL RATING FORM

HIGH SCHOOL

Judges: Using minimal (1-4 points), adequate (5-8 points), or exemplary (9-10 points) performance levels as a guideline in the rating form, record the scores earned for the event criteria in the column spaces to the right. The X1 or X2 notation in the criteria column is a multiplier factor for determining the points earned. (Example: an "adequate" score of 7 for an X1 criterion = 7 points; an "adequate" score of 7 for an X2 criterion = 14 points.) A score of zero (0) is acceptable if the minimal performance for any criterion is not met.

Go/No Go Specifications

- Before judging the entry, ensure that the items below are present; indicate presence with a check mark in the box.
- If an item is missing, leave the box next to the item blank and place a check mark in the box labeled ENTRY NOT EVALUATED.
- If a check mark is placed in the ENTRY NOT EVALUATED box, the entry is not to be judged.

☐ A slide deck is present
☐ Computer hardware is present
☐ ENTRY NOT EVALUATED

PRESENTATION (30 points)				Record scores in the column spaces below.
CRITERIA	Minimal performance	Adequate performance	Exemplary performance	
	1-4 points	5-8 points	9-10 points	
Introduction (X1)	The introduction is weak, with little effort made to highlight and/or generate interest and enthusiasm for the topic.	The introduction is adequate and creates a general level of interest.	The introduction is effective, stimulating and inspires observers.	
Body (X1)	The body of the presentation is poorly organized; the content does not properly cover or represent the topic theme.	The body of the presentation is somewhat clear and effective and creates an interesting premise.	The body of the presentation is clear, effective and delivered in an exceptionally interesting manner; the speech is memorable.	
Conclusion (X1)	The conclusion fails to summarize or clarify the information presented in the presentation.	The conclusion does not adequately summarize the content and theme of the presentation topic.	The conclusion is effective, interesting, and memorable; it fully brings finality to the presentation.	
			PRESENTATION SUBTOTAL (30 points)	

PREPARED PRESENTATION

STAGE PRESENCE (30 points)

CRITERIA	Minimal performance	Adequate performance	Exemplary performance	
	1-4 points	5-8 points	9-10 points	
Appearance (X1)	Participant's appearance is unprofessional, sloppy, and inappropriate.	Participant's appearance is adequate, appropriate, and somewhat professional.	Participant's appearance is exceptional, appropriate, and professional.	
Confidence (X1)	Participant appears nervous during presentation; poor posture, poor eye contact, and lack of confidence are evident.	Participant is generally poised, displays eye contact, and is confident, with some signs of nervousness.	Participant "commands" the room, and is exceptionally poised, confident, and positive.	
Articulation (X1)	Participant conveys an inconsistent use of proper grammar, word pronunciation, and acceptable pitch and tone.	Participant generally uses proper grammar and pronunciation, and varies the use of tone and pitch.	Smooth and effective articulation, proper grammar, correct pronunciation, and varied tone and pitch are used throughout the presentation.	
			STAGE PRESENCE SUBTOTAL (30 points)	

ORGANIZATION OF THE PRESENTATION (40 points)

CRITERIA	Minimal performance	Adequate performance	Exemplary performance	
	1-4 points	5-8 points	9-10 points	
Effectiveness and Quality of Presentation (X1)	The presentation is poorly prepared, not interesting, and not representative of the stated theme; leadership and/or 21st century skills are not evident.	The presentation is adequate, and the observer generally understands the theme; leadership and/or 21st century skills are somewhat evident.	The presentation is exceptional and memorable; the observer easily understands and relates to the theme; leadership and/or 21st century skills are clearly evident.	
Organization (X1)	The presentation is difficult to follow or understand.	The presentation is adequately organized and delivered.	The presentation is organized and easy to follow; the delivery is exceptional.	
Quality of the Slide Deck (X1)	The slide deck is of minimal quality; slides are unprofessional and/or inappropriate and do not enhance the content of the speech; the participant does not have the minimum number of slides required.	The slide deck is adequate; the slides generally relate to the theme of the speech; the participant has used the minimum number of slides required.	The slide deck is exceptional and enhances the theme and the content of the speech without distracting the observers from the overall content of the presentation; the participant exceeds the minimum number of slides required.	
Use of the Slide Deck (X1)	The participant reads from the slide deck; the use of the slide deck detracts from the overall presentation; the participant struggles with transitions between slides while delivering the presentation.	The participant tends to rely on the slide deck for much of the presentation; the participant adequately handles transitions between slides while delivering the presentation.	The participant effectively uses the slide deck to enhance the overall presentation; transitions between slides are smooth, effective and well-timed.	
			ORGANIZATION OF THE SPEECH SUBTOTAL (40 points)	

TIME DEDUCTIONS

One (1) point per ten-second (10) interval is to be deducted for speaking under the three (3) minutes or over the five (5) minutes allotted for the presentation. The same one (1) point per ten-second (10) interval penalty applies to more than four (4) minutes for set up. Presentation time commences when the presenter begins speaking.

Total time for presentation		Presentation deduction	
Total time for set-up		Set-up deduction	
		TOTAL TIME DEDUCTIONS	

Rules violations (a deduction of 20% of the total possible points for the above sections) must be initialed by the judge, coordinator, and manager of the event. Record the deduction in the space to the right.

Indicate the rule violated: _____

SUBTOTAL (100 points)

To arrive at the TOTAL score, add any subtotals and subtract rules violation points, as necessary.   **TOTAL (100 points)**

Comments:

_____

I certify these results to be true and accurate to the best of my knowledge.

JUDGE

Printed name: _____   Signature: _____

PREPARED PRESENTATION EVENT COORDINATOR INSTRUCTIONS

PERSONNEL

A. Event coordinator

B. Judges for the initial round of presentations, two (2) or more per event room

C. Judges for the semifinalist round of presentations, preferably some who did NOT judge the initial round, two (2) or more

D. Timekeeper, one (1) per event room and one (1) for the semifinalist round

MATERIALS

A. Coordinator's packet, containing:

1. Event guidelines, one (1) copy for the coordinator and one(1) for each judge

2. Official rating forms

3. List of entries with finalist report

4. List of judge/assistants

5. Marking pens or pencils for each judge

6. Semifinalist list for posting

7. One (1) stopwatch for each event room

8. One (1) note card per heat room and semifinal room that has "one minute remaining."

9. Results envelope

B. Podium for participant use

C. Tables and chairs for two (2) judges and one (1) timekeeper per heat/event room

D. Prepared sign-up list indicating ten (10) – minute intervals for each heat to accommodate all registered participants.

RESPONSIBILITIES

AT THE CONFERENCE

A. Attend the mandatory coordinator's meeting at the designated time and location.

B. Report to the CRC room and check the contents of the coordinator's packet.

C. Review the event guidelines and check to see that enough personnel have been scheduled.

D. Inspect the area/room(s) in which the event is to be held for appropriate set-up, including room size, chairs, and tables, etc. Notify the event manager of any potential problems.

E. At least one (1) hour before the event is scheduled to begin, meet with judges/assistants to review time limits, procedures, regulations, evaluations, and all other details related to the event. If questions arise that cannot be answered, speak to the event manager before the event begins.

EVENT CHECK-IN

A. Begin the check-in and sign-up presentation time at the time and location provided in the conference program.

B. Late entries are considered on a case-by-case basis and only when the delay is caused by events beyond participant control.

PRELIMINARY ROUND

A. Participants report at the assigned time to the place stated (holding room) in the conference program for the speech.

B. At the scheduled time, take the first participant to the event room and allow one (1) minute for set-up.

C. The event coordinator or assistant introduces each participant by entry number only. No nametags that give any indication of the hometown, school, or chapter of the participant should be visible to the judges while in the competition room.

D. Time keeper will hold up a card to indicate one (1) minute remaining for the full five (5) minute speech.

E. Approximately every ten (10) minutes, the coordinator or designated assistant sends a participant into the event room.

F. Following the last participant's speech, the judges total their scores, making adjustments for time penalties and other rule violations.

G. Secure the judges signatures on their score sheets.

H. Following the preliminary heats, judges determine the semifinalists from their particular heats and forward these to the coordinator. The coordinator lists the semifinalists from each heat on a semifinalist list in random order that is submitted to the CRC chairperson for posting; twelve (12) semifinalists will be posted. Repeat the presentation process above for the semifinalists.

SEMIFINAL ROUND

A. Using the same official rating form for the semifinalist, judges asses the semifinalist presentation and determine the ten (10) finalists.

B. Discuss rule violations (e.g. 20% deduction, disqualification) and have all relevant parties initial the rating form.

C. Through discussion, judges break any ties that affect the top three (3) placements.

D. Submit the finalist results and all related forms in the results envelope to the CRC room.

E. If necessary, manage security and the removal of materials from the area.