

PREPARED PRESENTATION



OVERVIEW

Applying leadership and 21st century skills, participants prepare to deliver an oral presentation, using a digital slide deck, on an assigned topic provided on-site.

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 five (5) minutes is allowed for set-up.
- C. At the conclusion of a presentation, participants must have all equipment and be ready to exit the room within three (3) minutes.
- 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

ON-SITE CHALLENGE

- A. Participants report to the event area at the time and place stated in the conference program to:
 - 1. receive a topic for presentation
 - 2. sign up for a presentation time; participants must be available to sign up for presentation times and may not send representatives.
- B. Participants report to the holding area, as stated in the conference program, fifteen (15) minutes prior to the assigned presentation 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 equipment.
- D. Judges independently assess each participant's presentation.
- E. The top ten (10) finalists is announced during the awards ceremony.

REGULATIONS AND REQUIREMENTS

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

- A. The topic for the event is given to participants when they sign up for a presentation time.
- B. The presentation must include the use of a digital slide deck of a minimum of five (5) slides.
- C. Participants are not allowed to hear other participants' presentations.
- D. It is the participant's responsibility to provide any audio/visual equipment needed for the presentation, including a laptop computer and projector. If a participant is using equipment that requires electricity, s/he must bring a 25' extension cord.
- E. Participants are not permitted to compete without equipment for the presentation.
- F. A table (approximately six feet [6'] long) and a projection screen are provided by national TSA for participant use, as needed.
- G. 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 and take-down.
 - 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. Take-down time begins when the presentation is concluded and ends when the participant has all devices ready to exit the room.
 - 4. The presentation time starts when the presentation begins and ends when the presentation is concluded.
- H. No observers are allowed in the event or preparation rooms. If observers are allowed in the presentation room during the presentations, the following must be observed:

1. No talking or gesturing is permitted.
2. Observers are NOT allowed to enter or leave during a presentation.
3. There is no applause until the presentation has concluded.
4. No form of visual recording (such as photographic or video) or audio recording by any observer (including family, friends, or advisors of the participants) is permitted.

Please refer to the conference page of the TSA website or the Spectator Events page of the conference program for additional information.

EVALUATION

- A. The quality of the presentation, including appropriate use of a slide deck.

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

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2021 & 2022 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.

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- ☐ A slide deck is present
☐ Computer hardware is present
☐ Participant signed-up for a presentation time
☐ 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 speech is clear, effective, and delivered in an exceptionally interesting manner; the presentation is memorable.		
Conclusion (X1)	The conclusion fails to summarize or clarify the information provided in the presentation.	The conclusion adequately summarizes 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)					

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STAGE PRESENCE (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	
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 speech.	
STAGE PRESENCE SUBTOTAL (30 points)				

ORGANIZATION OF THE PRESENTATION (40 points)				Record scores in the column spaces below.
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 21 st century skills are not evident.	The presentation is adequate, and the observer generally understands the theme; leadership and/or 21 st century skills are somewhat evident.	The presentation is exceptional and memorable; the observer easily understands and relates to the theme; leadership and/or 21 st 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 presentation slide deck is of minimal quality; slides are unprofessional and/or inappropriate and do not enhance the content of the presentation; the participant does not have the minimum number of slides required.	The presentation slide deck is adequate; the slides generally relate to the theme of the presentation; the participant has used the minimum number of slides required.	The slide deck is exceptional and enhances the theme and content of the presentation 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 PRESENTATION SUBTOTAL (40 points)				

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: _____

TIME DEDUCTIONS

One (1) point per ten (10)-second 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 (10)-second interval penalty applies to more than five (5) minutes for set-up and three (3) minutes for take down. Presentation time commences when the presenter begins speaking.

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

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, two (2) or more per heat/event room
- C. Timekeeper, one (1) per heat/event room

MATERIALS

- A. Coordinator's packet, containing:
 - 1. Event guidelines, one (1) copy for the coordinator and for each judge
 - 2. TSA Event Coordinator Report
 - 3. List of judges/assistants
 - 4. Stopwatch, one (1) per event room
 - 5. Results envelope
- B. Prepared sign-up list indicating ten (10)-minute intervals for each heat to accommodate all registered participants
- C. Assigned theme (to be distributed when participants sign up for a presentation time), one (1) copy per participant and judge
- D. Tables and chairs for two (2) judges and one (1) timekeeper per heat/event room
- E. Chairs for audience (if applicable)
- F. Table for participant use, approximately 6' long, one (1) per heat/event room
- G. Projection screen, one (1) per heat/event room
- H. Podium, one (1) per heat/event room

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 or room in which the event is to be held for appropriate set-up, including room size, chairs, tables, outlets, 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, evaluation, 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 event at the scheduled time by closing the doors and checking the entry list.
- B. Late entries are considered on a case-by-case basis and only when the delay is caused by events beyond participant control.
- C. In order to compete, participants must be on the entry list or must have approval of the CRC.
- D. Participants sign up for heats according to the time provided in the conference program.
- E. Participants who do not report to sign up for heats in-person may be disqualified. Participants may not send representative on their behalf. Any exceptions must be approved by the CRC.
- F. Distribute the topic once the participant has signed up.

ON-SITE CHALLENGE

- A. Participants report at the assigned time to the place stated in the conference program for the presentation.
- B. At the scheduled time, take the first participant to the event room and allow five (5) minutes for set-up of equipment.
- 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 are allowed.
- D. Approximately every ten (10) minutes, the coordinator or designated assistant sends a participant to the event room.
- E. The participant is allowed three (3) minutes to remove all equipment.

- F. Decisions about rules violations must be discussed and verified with the judges, event coordinator, and CRC manager to determine either:
 - 1. To deduct 20% of the total possible points or
 - 2. To disqualify the entryThe event coordinator, judges, and CRC manager must initial either of these actions on the rating form.
- G. Judges determine the ten (10) finalists and discuss and break ties.
- H. Submit the finalist results and all related forms in the results envelope to the CRC room.
- I. If necessary, manage security and the removal of materials from the event area.