



# **ADMINISTRATIVE SUPPORT RESEARCH PROJECT**

(260)

**REGIONAL 2023**

### **Topic**

What are three challenges that administrative assistants face in their day-to-day work? Why are these challenges, and how do those affect the organization? What are some solutions or strategies for each of the challenges that an administrative assistant can use to solve or cope with them?

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

### **JUDGING PROCEDURE**

- As a team of judges, formulate two to three questions to ask at the conclusion of the presentation. Be sure to ask the same questions of each contestant.
- Set-up time will be no more than three (3) minutes.
- The length of the presentation will be no more than seven (7) minutes; followed by judges' questions not to exceed five (5) minutes.
- Excuse contestants upon completion of judges' questions.
- **There can be no ties in the top ten (10) contestants.** It is the responsibility of the judges to break any ties.
- Administrator will fill out ranking sheet prior to dismissing the judges.
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.
- Give administrator all Judges' Rating Sheets, Judge Evaluation Sheets, and contest materials.
- No audience is allowed in the contest room.

**Please double-check and verify all scores!**

**Refer to *Style & Reference Manual* for MLA Report Style and Works Cited format.**