



# **ADMINISTRATIVE SUPPORT RESEARCH PROJECT**

(260)

**REGIONAL 2024**

### **Topic**

Examine how technology has altered the skill set required for administrative support professionals. Identify new competencies that have become essential, such as proficiency in specific software applications, data analysis, digital communication etiquette, and adaptability to evolving technology.

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.**