**PRESENTATION MANAGEMENT**

**INDIVIDUAL**

**(555)**

REGIONAL – 2019

**Judges: Please double check and verify all scores and answer keys!**

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*Workplace Skills Assessment Program* competition.

**Description**

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

**Topic**

You have been hired to present at an *Emerging Executives Conference*. Your presentation is to target how executives demonstrate professionalism in the workplace and how it effects company branding.

Things to consider, but *not* limited to:

* Identify appropriate dress for business men and women including casual Fridays, company social events, and social media.
* How does demonstration of professionalism effect verbal and nonverbal communication?
* What other etiquette procedures for meetings and meal functions need to be addressed?
* Use data to support your presentation.
* Follow copyright when using company logos and likenesses.

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

**judging procedure**

* Contestants will be introduced by contestant number. **Contestants may continue to wear their name badges.**
* 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.
* The length of set-up will be no more than three (3) minutes.
* Set-up will be stopped at three (3) minutes to begin the presentation.
* The presentation will be no less than seven (7) minutes and more than ten (10) minutes.
* The presentation will be stopped at ten (10) 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!**