**PRESENTATION MANAGEMENT**

**TEAM**

**(560)**

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 are a conference event planning team. You are proposing a new venue location for a national conference. The conference will:

* Have approximately 6,000 attendees ages 14 – 25 with chaperones.
* Need approximately 1,500 sleeping rooms.
* There will be whole group meetings and breakout sessions.
* Provide a social event opportunity for all attendees.
* Create a stage layout with a theme.

Things to consider, but *not* limited to:

* Identify location and capacity minimums.
* What services and amenities are provided?
* Address accessibility and flow of facility.
* Identify costs.
* Do attendees get a conference gift with their registration?
* Use data to support your presentation.
* Follow copyright when using company logos and likenesses.

You may *not* use any BPA NLC locations from 2014 – 2024.

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

**judging procedure**

* Teams will be introduced by team number. **Contestants may continue to wear their name badges and refer to each other by name.**
* 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 team.
* 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; be followed by judges’ questions not to exceed five (5) minutes.
* Excuse teams upon completion of judges’ questions.
* **There can be no ties in the top ten (10) teams.** 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!**