



# **PRESENTATION MANAGEMENT TEAM (560)**

**REGIONAL – 2016**

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

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**ANSWER KEY**  
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**Description**

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

**Topic**

Professional Business Associates (PBA) develops and sells software, hardware, and services. They will be participating in their first national trade show in Los Angeles, California. You are a part of the marketing department at PBA and need to make a presentation to Nancy Wells, CEO, and Roger Meyer, Marketing Manager, with a proposal for your corporate trade show booth.

**Things to consider but not limited to:**

1. Display/layout of your booth
2. Promotions and/or giveaways
3. Brochures/flyers/promotional items
4. Budget/costs involved
5. Personnel needs

**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 five (5) minutes.
- Set-up will be stopped at five (5) 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!**