



# 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.
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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!**