



2022 NCF-Envirothon Oral Presentation Rules, Guidelines and Procedures

The problem scenario will be provided to teams on the morning of Thursday, July 28 during the Team Oral Presentation (OP) Training session. Work on the oral presentation problem will start during the OP Preparation (sequestration) period Thursday afternoon. Each team will have six (6) hours to develop and practice their presentation.

2022 Oral Presentation Method:

The 2022 NCF-Envirothon Oral Presentation portion of the contest will utilize the Microsoft Office PowerPoint program to generate the visual portion of team presentations.

2022 PowerPoint Presentations Rules:

1. Teams will not have access to the internet during the OP preparation period.
2. Only graphics and pictures that have been loaded on the provided flash drive may be used in the creation of the slide presentation. Graphics* may be cropped, colored, or re-sized for use on slides.
 - a. *Please note: Official logos of agencies, organizations, etc. should NOT be cropped or re-colored in any way as they may be trademarked.
3. The use of videos or sound on PowerPoint slides is prohibited.
4. Slides may use the animation features that are available with the PowerPoint software.
5. A maximum of 20 slides can be used per presentation. The slide count includes title slide and slide for citations of reference material.
6. PowerPoint presentations are final at the time they are turned in on Thursday at the end of the preparation/sequestration time. No changes can be made during the practice session on Friday.
7. Pens/pencils will not be present in the team OP practice area on Friday. All note cards are final when they are turned in Thursday and cannot be amended.
8. During oral presentations, all team members must wear the NCFE Oral Presentation shirt provided.
9. During oral presentations, no state/provincial/partner nation identification, either written or verbal, is permitted.

2022 Equipment and Supplies:

The items listed below are the only items a team is permitted to use to develop its presentation, including all visuals and graphics that will be used during the OPs. Use of any other materials is prohibited.

To be provided to each team during Oral Presentation Team Preparation (Sequestration):

- 1 Laptop Computer with power cord per team.
 - Each PC laptop will utilize the Windows operating system with a recent version of Microsoft Office PowerPoint installed on it.
 - NOTE: Students may only use the Microsoft Office PowerPoint program installed on the laptop - Use of any other program is prohibited. Students are allowed to make graphics, charts, etc. to add to their presentation within the PowerPoint Program.
 - All laptops will have internet access blocked.
 - Extra laptops will be available at the preparation/sequestration site in case of equipment failure.
- 1 Flash Drive per team.
 - Each flash drive will be labeled with a team number.
 - Each flash drive will contain folders of graphics and pictures for use in creating PowerPoint slides.
 - Extra flash drives will be available at the preparation/sequestration site in case of equipment failure.
- 1 Small Zip Lock bag per team (labeled with team number) containing:
 - 50 blank notecards
 - 5 large paperclips (for securing each team member's notecards.)
- 1 notebook/folder containing:
 - OP Scenario
 - OP Rules and Guidelines
 - Official NCF-Envirothon OP Score Sheet
 - Handouts from morning OP Training
 - 25 sheets of scrap paper
 - 5 pencils
 - 1 pencil sharpener
 - 1 stopwatch

Oral Presentation Team Preparation (Sequestration) Procedure:

Each team will have six (6) hours to develop and practice their presentation during the designated OP Team Preparation time, also referred to as team sequestration. Each team will be assigned to an individual classroom or meeting space to allow privacy as they consider the scenario and develop their presentation.

Before preparation/sequestration, each team will be assigned a volunteer 'Team Buddy' by the Host to act as a team monitor during this period. Except for emergency situations, the team advisor, chaperone, and/or other adult guests will have no contact with the team during this time. Teams are not allowed to bring anything with them into the preparation/sequestration space, except for a small bag, to hold any medication or personal care items, that will be held by the team buddy until needed. Cell phones and other personal electronic equipment/devices, unless approved by the NCF-Envirothon Operating Committee prior to the start of the competition to accommodate a physical disability, are strictly prohibited.

When the Preparation/Sequestration period concludes all work on the presentation must immediately stop. The PowerPoint presentation file must be saved to the flash drive (*NOT THE COMPUTER*). The small Zip-Lock bag should contain all 50 notecards and the team's flash drive. The notebook/folder should contain the other items. Each team will then return all equipment and supplies to a designated check in point prior to the team being dismissed from the preparation/sequestration site. No team member may have any contact with their advisor, chaperone, and/or guests until the team OP materials have been officially returned to the Host committee.

Advisors: Please remember that according to the NCF-Envirothon competition Rules and Regulations, it will be considered an infraction for an advisor or other non-team member to give input to their students in any manner once their team has begun the official OP portion of the NCFE Annual Competition, until its conclusion. The OP portion of the NCFE Annual Competition includes the following: the OP scenario presentation/training, the OP preparation (team sequestration), the preliminary OPs and the final OP presentations. This does not limit the advisors/chaperones from interacting with their students as long as it is understood that absolutely no discussion of the presentation topic or the execution of the presentation itself should be held.

Oral Presentation – Preliminary Round Procedure:

On the morning of Friday, July 29, teams will present their OPs to a panel of 5 judges for a preliminary OP score. Presentation times will be assigned to teams during team registration on Sunday, July 24.

Upon check-in at the OP Judging Area at the preassigned time, each team will receive their oral presentation materials from the day before. They will be escorted by a volunteer Team Guide to an OP Practice Area where they will have 30 minutes to review and practice their presentation. **No** changes can be made to the saved OP PowerPoint file or notecards.

OP Practice Area Contents:

- Electronic Presentation Equipment
- 1 stopwatch
- 1 small Zip-Lock bag containing the team's notecards and Flash Drive containing their presentation will be given to them by their team guide upon reaching the practice area.

After 30 minutes, the team will be escorted to their assigned Judging Room. Upon entering the room, the team will have 5 minutes to open and project their saved PowerPoint File and organize themselves to present. Each Judging Room will have a volunteer present to help the team with technological issues if needed. After the team has set up, the team can either elect to start (if it has been less than five minutes) or the timekeeper will tell them it is time to begin after the five minutes has passed. Once ready, the team will begin presenting, at which point the room's timekeeper will start the official timer. The team will have 20 minutes to present to the judges. The room's timekeeper will hold up 5-minute, 2-minute and 1-minute warning cards. At exactly the 20-minute mark, the room's timekeeper will stop the team presentation and allow the judges exactly 10 minutes for questions and answers from the team regarding their presentation.

Oral Presentation Judging Room Contents:

- Electronic Presentation Equipment
- 1 stopwatch (for timekeeper)

At the conclusion of the 10-minute question and answer period, the team will be dismissed from the room while the judges deliberate and mark their scores. The team will return their OP materials to the Host committee and then be dismissed to await the announcement of the top 3 scoring teams. Those top 3 teams will re-present their oral presentation in front of a new panel of judges, as well as all attending teams, advisors, volunteers and guests.