

## 2024 NCF-Envirothon Oral Presentation Rules, Guidelines, and Procedures

The 2024 NCF-Envirothon Oral Presentation Rules, Guidelines, and Procedures will be used in conjunction with the [NCF-Envirothon Annual Competition Rules and Regulations](#) to govern how the Oral Presentation component of the annual competition will be conducted. Teams should be familiar with both.

### 2024 Oral Presentation Method and Procedure

The Oral Presentation (OP) scenario will be provided to teams on the morning of Thursday, August 1, 2024, during the Team OP Training session. Teams will begin working on the OP problem during the OP Preparation (Sequestration) period on Thursday afternoon. Each team will have **6 hours** to develop and practice their presentation.

The 2024 NCF-Envirothon Oral Presentation portion of the contest will utilize the **Microsoft PowerPoint** program to generate the visual portion (slideshow) of team presentations for judging.

#### 2024 OP PowerPoint Development and Presentation Rules

1. Teams will not have access to the internet during the OP preparation period.
2. Only resources, maps, data, images, and pictures that have been loaded on the provided flash drive may be used in the creation of the slide presentation. Resources, graphics/images\* may be cropped, screen captured, colored, or re-sized for use on slides. Teams can access the snipping tool to edit the images/graphics found on the flash drive.  
*\*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 and slide transition features that are available with the PowerPoint software.
5. A maximum of 35 slides can be used per presentation. This total includes the title slide and a slide for citations for 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 on Thursday and cannot be amended.
8. During the Preliminary and Final (Top 3) rounds of OP judging on Friday, August 2, 2024, all team members must wear the NCF-Envirothon OP shirt provided.
9. During the team's presentation(s) on Friday, August 2, 2024, no verbal or written identification of the team's state, provincial, or partner nation is permitted. Name tags must be removed. Students should take care when answering judges' questions to not reveal where they are from.

## Oral Presentation: 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 for the slideshow. Absolutely **NO** study materials, extra pens, notebooks, flash drives, electronic devices, or any other supplies and/or resources will be allowed to be brought into the sequestration room. Use of any other material is prohibited. Bags will be checked before entering the sequestration rooms. Exceptions on devices and supplies for medical needs must be registered with NCF-Envirothon and the Host Committee before the competition.

### 2024 Team Equipment and Supplies

The following items will 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 PowerPoint installed on it.

*NOTE:* Students may **only** use the Microsoft PowerPoint and snipping tool 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 and/or by using the snipping tool.

- 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 additional resources, maps, data 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 bag per team (labeled with team number) containing:**

- 50 blank note cards
- 5 large paper clips (for securing each team member's note cards.)

→ **1 notebook/folder containing:**

- OP Scenario
- OP Rules and Guidelines and Official NCF-Envirothon OP Score Sheet
- Handouts from morning OP Training
- Additional resources/maps/data available on Flash Drive.
- 25 sheets of scrap paper

→ **5 pencils and 1 pencil sharpener**


→ **1 stopwatch**

## Oral Presentation: Team Preparation (Sequestration)

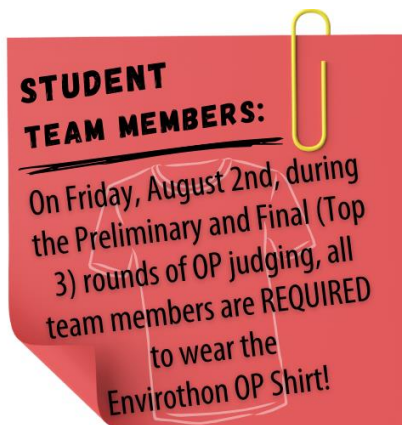
Each team will have **six (6) hours** to develop and practice their presentation during the designated OP Team Preparation time, also referred to as team sequestration. Each team will be assigned to an individual room space to allow privacy as they consider the scenario and develop their presentations.

Before sequestration, each team will be assigned a volunteer 'Team Buddy' by the Host to act as a team monitor during this period. Except for emergencies, 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 container, to hold any medication or personal care items, that will be held by the team's buddy until needed. Cell phones and other personal electronic equipment/devices, unless approved by the NCF-Envirothon Operating Committee before the start of the competition to accommodate a medical need or disability, are strictly prohibited.

When the Sequestration period concludes, work on the presentation must immediately **STOP. The PowerPoint presentation file must be saved on the flash drive (NOT THE COMPUTER)**. All notecards, paper clips, and the team's flash drive should be placed in the bag labeled with the team's number. The notebook/folder should contain the other items. Each team will then return all equipment and supplies to a designated check-in point before the team is 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.

	<b>Reminder for all Advisors, Chaperones, &amp; Other Non-Team Members (Guests):</b>
	<p>It is considered an infraction of the Competition Rules for an advisor or other non-team member to give input to students in any manner once their team has begun the official OP portion of the NCF-Envirothon Annual Competition.</p> <p>The OP portion of the Competition includes the following:</p> <ul style="list-style-type: none"> <li>• OP Training and Preparation / Sequestration (Thurs am and pm),</li> <li>• Preliminary OP Judging (Fri morning), and the</li> <li>• Top 3 Oral Presentations (Fri afternoon).</li> </ul> <p>This does not limit advisors &amp;/or chaperones from interacting with their students, but absolutely <b>NO</b> discussion of the presentation topic or help with the presentation should take place during this time!</p>

## Oral Presentation: Preliminary Round Procedures



**STUDENT TEAM MEMBERS:**  
On Friday, August 2nd, during the Preliminary and Final (Top 3) rounds of OP judging, all team members are **REQUIRED** to wear the Envirothon OP Shirt!

On the morning of Friday, August 2, 2024, 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 28, 2024.)

Upon team check-in at the OP Judging Area at the preassigned time, each team will receive the oral presentation materials they prepared the day before. They will be escorted by a volunteer Team Guide to an OP Practice Area where the team will have **30 minutes** to review and



*(T-shirts will be provided to student team members at check-in on Sunday)*

practice their presentation. **NO** changes can be made to the saved OP PowerPoint file or the note cards.

### **OP Practice Area Equipment and Supplies**

The following items will be available for each team to utilize during their OP practice session:

- Electronic Presentation Equipment
- 1 Stopwatch
- 1 bag containing the team's note cards and a Flash Drive containing their presentation will be given to them by their team guide upon reaching the practice area.

After the 30-minute practice time, the team will be escorted to their assigned Judging Room. Upon entering the room, the team will have **5 minutes** to prepare for the presentation, including opening and projecting their saved PowerPoint file using the provided equipment. Each Judging Room will have a volunteer present to help the team with technological issues if needed. Once the team is set up and ready to begin, the team can notify the room's timekeeper they are ready to start (*even if it has been less than five minutes*) or the timekeeper will tell them it is time to begin after five minutes have passed.

### **OP Judging Rooms Equipment and Supplies**

The following items will be available in each OP Judging Room:

- Electronic Presentation Equipment
- 1 Stopwatch (for room timekeeper's use)

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 timekeeper will hold up 5-minute, 2-minute, and 1-minute warning cards to let the team know how much time is remaining.

If the team is still presenting at the 20-minute mark, the timekeeper will immediately STOP the team presentation and allow the judges exactly **10 minutes** for questions and answers from the team regarding their presentation.

After 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.

## About OP Scores and Overall Awards Determination

During the Preliminary Oral Presentation round, teams will receive a preliminary score on their presentation from the panel of judges. The Station Award for Oral Presentation will be awarded to the team with the highest preliminary OP score.

To determine the Top 3 teams that will advance to the final round or the Top 3 Oral Presentations, the team's preliminary OP score is added to the scores from the 5 station tests taken by the team on Tuesday, July 30, 2024. The combined total (*or cumulative*) score will determine the Top 3 scoring teams that advance to the Final Oral Presentation round of the competition.

## Oral Presentations: Announcements and Top 3 Oral Presentations

On the afternoon of Friday, August 2, 2024, all teams, advisors, chaperones, guests, and volunteers will attend the Top 3 Team Announcements to learn which three (3) teams have the highest overall score and are qualified to participate in the final round of oral presentations. The teams will be announced in a random order by their team number. Upon the announcement, the 3 teams will immediately report to the designated area for further instructions from the NCF-Envirothon Competition Advisory Team.

After a short intermission, the Top 3 teams will, one at a time, re-present their presentation to a new panel of judges, as well as all attending teams, advisors, volunteers, and guests, for a Final Oral Presentation Score. This new Final OP score will replace the team's Preliminary OP score and will then be added to the scores of those teams' 5 station test scores for a new cumulative score to determine the final placement for the overall 1st, 2nd, and 3rd place awards.

The NCF-Envirothon's [YouTube channel](#) will live-stream the Top 3 Team Announcements and Top 3 Oral Presentations for public viewing.