

National Presentation Competition – Guidance for Entrants

Background

The Pipeline Industries Guild runs a Developing Professional's Presentation competition as part of the Professional Development Network for a number of reasons which include the following:-

- To provide a supportive non-business critical forum for developing professionals to develop their presentation skills and more importantly their confidence in such environments.
- To share knowledge as the issues/ projects and topics covered by the presentations are useful to all members.
- To raise the profile of the individuals, as the audience will include senior people from the industry.
- For employers there are many positives as they see the potential of their younger professionals as well as getting the positive exposure of the brand.

The topic can be anything related to the pipeline industry. Example areas can be (although not limited to) Waste and Potable Water, Gas, Oil, Health & Safety, the Environment, Logistics and Planning; and Resources.

The content must be personal to the entrant. For example topics schemes/ projects/ work they have been involved with, research projects they have under taken or any interesting idea they have expanded on. No sales pitches please!

Situation the competition will replicate

There is a lot of advice and training on how to deliver a big presentation to a big audience. However, in our professional lives we are more likely to be asked to deliver key messages in a few minutes. This may be in a meeting over a single drawing or slide, to provide support to colleagues in a public meeting or tender meeting or when looking for support for a proposal to internal senior decision makers, etc.

For example: You have a new manager who has asked for a summary of your project, just a few paragraphs. After an initial review they like the sound of it but need some more information. They have a meeting with all the other managers and ask if you could you put a presentation together with all the information. Following this your boss thinks the board should hear about it but the next board meeting is a few months away and they are always pushed for time. After a quick discussion you both decide that a short presentation will get the point across as all of the detail will be covered by the board paper you have submitted ahead of the meeting.

For example: You have reached the end of a project stage. You write and submit a project briefing note to the Client meeting. They then decide they need more information before making a decision and ask you to present the scheme. The scheme is approved but needs Board approval for the budget. They call you make to summarise the project and this meeting which then approves the earlier meeting's decision.

For example: You have a great idea and would like to develop it further. In order to do that you need to get your boss, investment committee and the Board to back the idea. You write a quick email to your boss, who thinks the idea has merit. They say the investment committee is meeting in two weeks and they have booked you a slot to present the idea. The investment committee love the idea but need board backing for the final sign off.

The competition – Regional finals (Northern Branch)

From the above situations the Branch competitions will cover the first two activities (synopsis and full presentation). A summary of the guidelines for the regional finals are:

1. Entrants are to submit synopsis with a 250 word limit by the closing date of their selected competition to enter – Must include name, title of presentation, company and office address (outside of word count). Synopsis must be submitted electronically in pdf format and by email to either matthew.goode@cadentgas.com Daniel.Jefferson@JNBentley.co.uk or Richard.Johnston@NWL.co.uk

Successful entrants (minimum of three, maximum of five) will then need to give a 15 minute presentation at Northern branch final to be held on the 17th April 2019 at approximately 17:00 within United Utilities offices at:

United Utilities

Lingley Mere

Lingley Mere Green Avenue

Great Sankey

Warrington, Cheshire WA5 3LP

2. If you'd like to use anything extra such as flipcharts in addition to powerpoint please email either matthew.goode@cadentgas.com Daniel.Jefferson@JNBentley.co.uk or Richard.Johnston@NWL.co.uk as far in advance as possible but not later than Monday 2nd April. Props and widgets are allowed. There are no restrictions into the content of your presentation but please check with companies involved they are happy for you to present. A laptop will be provided. All presentations to be loaded onto laptop at start of the event, 17:00 - 19:00, to ensure all presentations works (videos often don't if they have been moved).
3. 5 minutes of questions at the end. Judges to be given priority and then opened to the floor.
4. Judging panel – will include a minimum of three people including the Branch Chair and other technical experts.
5. Audience – Made up of Branch committee members, DPs and other technical professionals so be prepared for any sort of questions!
6. Results – Will be announced on the day.

The shortlisted 5

The synopses will be judged by the branch committee based on the criteria below and the top five invited to present at the regional final. You will hear by the end of 23rd March whether you have been shortlisted; we'd recommend you give your presentation some thought before this date just in case!

Judging

The presentation competition is about the content as well as the quality of the delivery. On this basis, the marks will be split:-

- 50% of marks - quality of the content.
- 50% of marks - quality of delivery.

Quality of Content		Quality of Delivery	
Originality of the content	/20	Presentation delivery	/20
Relevance of the material	/20	Ability to deal with questions	/10
Synopsis	/10	Structure of presentation	/15
		Timing	/5
Total	/50	Total	/50

Presentation

- Originality of the content – Was the entrant involved personally? Are they enthusiastic about the topic? Did they learn anything or find out something new? Were they challenged in anyway? How did they deal with problems? What they might do differently next time?
- Relevance of the material – Is it related to pipelines? Is it topical? Is it interesting? Is it a sales pitch for a national product?

- Presentation delivery – Can you hear them clearly? How fast did they speak? Did they display any negative body language/ poor habits? Were they engaging?
- Ability to deal with questions – Did they answer the question? Were they able to expand beyond the presentation? Did they panic, get flustered or answer in a calm way?
- Structure of presentation – Good use of power point (too many slides, couldn't read the slides, just read from the slides)? Good use of any additional props? Was anything different used like audience participation?
- Timing - 5 marks if within a minute (either side) of the time – 1 marks deducted for every minute under/over

Synopsis – (10 marks)

- Accuracy (2) – Is it to the word count? Deduct 1 mark for every 5 words over. Is proper grammar, spelling and punctuation used?
- Style (4) - Does it summarise the topic? Did it grab your attention? Is it clear about the issue/field and what the presentation will cover?
- Pipeline Industry relevance (4) - Entrant involvement/innovation/angle taken on the subject? Did you want to find out the whole story?

Other rules

1. Entrants must be under 35 years of age on the branch final
2. Entrants can only enter one branch final for that year (May to May)
 - a. Clarification – entrants may enter further competitions if they do not reach the final, but may only present at one final.
3. Synopses and presentations must be composed and delivered individually
4. Entrants must be able to attend the branch final
5. Branch winners will be entered into the national final. 2018 will be on the 10th May in London. If the branch winner cannot present that the place will be offered to second place. Branch PDN rep to submit candidate to the final.
6. All submissions to be received electronically
7. Any synopses received after the deadline date will not be entered