

WHAT YOU NEED TO KNOW ABOUT PREPARED AND JUDGED EVENTS

LINK/ URL SUBMISSION DEADLINE

Check with your chapter advisor for your deadline to submit your video link/url.

Prepared event presentation may be recorded any time prior to the submission due dates.

GUIDELINES FOR RECORDING YOUR PRESENTATION

- All solutions must be recorded in ONE real-time presentation.
- NO editing or visual effects/transitions may be included.
- Individuals may choose to record from any device or through a virtual meeting platform.
Example platforms include: Zoom, Microsoft Teams, FlipGrid, Google Meet, GoToMeeting, etc.
- Teams of 2-3 competitors must record their solution using a virtual meeting platform with side-by-side screens of the students.
Note: Select Gallery View, not Speaker View, to ensure that both participants always stay visible.
- The student(s) must ALWAYS be visible.
- All presentations must be within the per WSAP maximum allowed time limit
- Student(s) must be dressed in business professional attire for the presentation.
BPA blazers are encouraged, but not required.
- Only the student(s) presenting and competing maybe included in the presentation.
- A student/team may elect to utilize a PowerPoint or slide deck during their presentation. To achieve this, students may elect to share their screen during their presentation
- If this recording is conducted at home, it must be done in a gathering area such as a living room, dining room, or den. If the video is recorded in a bedroom or bathroom it may be immediately disqualified without notice/notification.
It is important to consider your background. Make sure items are neat and presentable. Consider this your office, or the location setting listed in the scenario

GUIDELINES FOR SUBMITTING YOUR PRESENTATION

- Students will need to upload their video to either youtube.com or vimeo.com and set the settings to private/ unlisted. Video links/ URL from any other site will not be evaluated
- Check with your chapter advisor for your link/ URL submission deadline.
- Students will submit the link/ URL through the event submission site.
- Check out mnbpa.org for instructions on how to upload your videos with a private/ unlisted link/ URL.

YOUR WRITTEN ENTRY PROJECTS

- Prepared projects may ONLY be submitted as a PDF
- Only ONE file may be uploaded
If your project is created in multiple files (ex: Cover Page, Table of Contents, and body of the paper) then you can merge them all together
 - SmallPDF - <https://smallpdf.com/merge-pdf>
 - PDFSimpli - <https://www.pdfsimpli.com>
 - Help from Adobe - <https://adobe.ly/37N8SUj>
- Projects should NOT include any specification or technical grading forms
You will sign the project electronically, and the evaluation form is built into the system
- Projects can be no larger than 11.9 MB
If you have an issue with file size, try compressing the file
 - Help from Adobe - <https://adobe.ly/31Qqt9W>
 - 5 Ways to reduce the size of a PDF - <https://bit.ly/3msNojC>

WRITTEN AND PREPARED EVENTS - REGION COMPETITION



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