

PARTICIPANT INSTRUCTIONS

GUIDELINES FOR THE PRESENTATION

Refer to the Evaluation Form.

1. The objective for the participant is to act as a sales representative making a sales presentation to a potential buyer(s).
2. Prior to the conference, the participant will select a product(s) and/or service(s) to sell. The participant will have a choice of making a presentation of:
 - a. Any item or items to be sold to a company to be used for resale.
 - b. Any item that is to be an industrial or trade product or service to be used in a company, firm or store in the operation of its business.
3. Participant must furnish his/her own materials, equipment, supplies, etc.
 - a. Merchandise or facsimile, or pictures of same.
 - b. Materials that are commercially prepared.
 - c. Order book, pen or pencil, note paper, etc.
 - d. Audio and/or visual aids (may be commercially prepared).
 - e. A personal or laptop computer/hand-held digital organizer may be used when appropriate.

DECA ASSUMES NO RESPONSIBILITY FOR DAMAGE/LOSS OF MATERIALS, EQUIPMENT, SUPPLIES, ETC. If equipment is used, it is highly recommended that the participant use a power strip or surge protector. There may or may not be electrical outlets in the presentation room. Participants will be informed of the availability of outlets during their event briefing session at the conference.

4. Participants will have up to twenty (20) minutes to set up in the presentation room/area, make the sales presentation and respond to any questions from the judges. Part of this time may be used by the participant to make an oral introduction to:
 - a. Inform the judge(s), as the potential buyer(s), of the active role they are to play.
 - b. Set the stage for a typical situation.

Other persons may assist in the set up, but only for the time needed for set up. After this time they must leave the room.

5. The judge(s) will serve as potential buyers, and the participant may involve the buyers in the presentation. The judges may also initiate interaction with the participant based on their roles.
6. Product samples and other such items of value that are presented to the judge(s) must be returned to the participant after the participant has been judged. This should be handled by an event manager, not directly between the judge(s) and the participant.
7. When using a presentation aid, such as a lap-top computer, the noise level must be kept at a conversational level that does not interrupt other participants. If this guideline is not followed, the participant will be interrupted and asked to follow the noise policy. Failure to do so may result in disqualification.

Note: The noise level maybe less of an issue when only one presentation is taking place in a room at a time (often the case with this event).

Presentation Schedule

Presentations will be scheduled at twenty-five (25) minute intervals
Twenty (20) minutes for participant set up, sales presentation and
questions by the judges
Five (5) minutes for scoring by the judges