The following suggestions are offered to assist you in preparing for the contest. They are not rules and do not have to be followed, but experience has shown their worth.

1. It is strongly recommended the presentation be rehearsed before coming to the Conference. Thinking about what you will say is not good enough. The tendency is for an oral presentation to be up to 50% longer than what you think it will be. A good rehearsal is to actually give the presentation, pictures and all, exactly the way you will at the Conference.

2. Mentioning the names of manufacturers of the equipment used in your entry would be a friendly gesture.

3. Unless you are an accomplished public speaker, it is recommended you do not try to tell jokes. They frequently go wrong and take away time that could be better spent explaining the job.

4. If using slides, a few suggestions:
   - Try not to mix horizontal and vertical formatted pictures — restrict yourself to one format.
   - Bring them to the Contestant’s Rehearsal already placed in carousel slide trays.
   - Don’t wait until the end of the presentation to show your slides — try to space them throughout the entire presentation.

5. Consider using only one type of audio visual device. If more than one will be used, try to switch only once. Going back and forth between machines gives “MURPHY’S LAW” too big an opportunity to prove itself.

6. If using a movie or video, consider using it at the beginning of your presentation to let everyone see what you are talking about.

7. Hotel audio-visual staff is paid by the Association to be present at the Contestant’s Rehearsal and during the Competition to ensure the equipment operates properly.

8. Some contestants request the personal use of audio-visual equipment in their rooms. While the Association will assist you in making the necessary arrangements, you are responsible for the rental charge.

9. When deciding on the format of your presentation, consider the judging criteria listed on the application. Be sure to cover these key points in your presentation. Don’t quietly slip them in. Be specific and tell the judges when you address an important aspect of your presentation.

10. Large projects containing many elements should be broken down to focus on the specific aspects of the job which will be judged.

11. Any contestant who so desires may have his presentation previewed by a knowledgeable SC&RA member prior to the contest for the restrictive purpose of critiquing the use of the English language. Arrangements must be made through the Association office prior to the Conference.

GOOD LUCK!!