

## Regional Exposition FAQ

### **How long are presentations at Regionals?**

- 3-minute setup, 5-minute presentation, 3-minute Q&A.
- There will also be a 5-minute tech check on Friday morning for all competing teams. Your tech check time will be provided at the Opening Ceremony.
- Note: If your presentation is less than 5 minutes in length, any extra time will be added to your Q&A time.

### **Do we need to submit our presentation before the event?**

- No, there is no requirement to submit your presentation before the event.
- You should be booking a meeting with your Enactus Canada Program Manager before the event to go over your team's scripts and presentations.

### **Can teams watch other presentations?**

- Yes, you are encouraged to watch other teams, but each presentation room has limited capacity. Seats are available on a first come first serve basis.
- Please note that the seating capacity will vary depending on the region and the presentation room.

### **What do we need to bring for our presentation?**

- Projector
- Cables for the projector/laptop (HDMI, etc.)
- Laptop(s)
- If you have a MacBook, we recommend bringing a Windows laptop as a backup.
- USB/Hard Drive with the presentation saved as a backup.
- Speaker (optional)
- Printed copies of your Challenge Report for judges for every competition in which you are competing. Your Enactus Canada Program Manager will tell you how many copies to bring.

*Please note: Enactus Canada will provide a Power Bar, a table with 2 chairs, and a screen.*

### **Can we share a projector with another team?**

- We would not recommend relying on 1 projector shared between 2 teams. There will be multiple Challenges & leagues with presentations occurring at the same time, and you will not find out your league or your presentation time until the Opening Ceremony.

### **How many presenters can we have?**

- There is no maximum number of presenters, however, we would recommend having no more than 2-5 since the presentations are only 5 minutes long.

*Please note: There will be only 2 chairs for the Tech table so please plan accordingly.*

### **Can the same project be presented in different Challenges?**

- Yes, a project can be presented in different Challenges; however, separate presenting teams are required for each Challenge. This is because multiple Challenges may be happening simultaneously, and each Challenge has its own set of criteria and judging process. Having distinct presenting teams ensures that each Challenge receives focused attention and allows for a more tailored presentation addressing the specific criteria of each Challenge.

### **Can you have additional team members go up and answer questions during the Q&A period?**

- Yes, you can have additional Enactus team members standing with the presenters to help answer questions.

- There is no maximum on the number of students who can be present for the Q&A.

**Will there be microphones provided during the presentation and Q&A?**

- No, there will be no microphones.

**Can we bring items/prototypes to our presentation?**

- Yes, but the judges cannot touch, smell, taste, or keep them. For demonstration purposes, you can bring up pieces/models of your project, or representation of the project but additional materials that contain content about your project are not permitted. Ex. if you are making environmentally friendly candles, you can showcase that to judges, but you are not able to bring up a poster display outlining how the candle is made.

**Can we bring our own timer?**

- Yes, if it does not disturb the judges and our own timer. Alternatively, you can use your Faculty Advisor to keep track of the time.
- You can use different sheets as signals to go faster or slower, or as a time warning.

**Can we talk to the judges during the 3-minute tech set-up period?**

- The purpose of this time is for you to distribute your challenge reports and check that your presentation file works, the audio is clear, and that you can project your voice in the room. You should not be speaking with the judges as they will be using this time to review your Challenge Report.
- We recommend handing out your challenge reports, testing your presentation, including audio levels, and then standing in your presentation spots for the remainder of the setup period. When you are testing your voice projections, you are not allowed to talk about your projects.
- Once your tech is all set up, the screen has to be blank by having a black screen, or cover the projector until your presentation starts.

**What are Challenge Reports and what is the format of the report?**

- The Challenge Report is the written document that judges will be reviewing during your 3-minute setup period.
- You must use the templates provided to complete the reports. You can find Challenge Reports templates for all Impact Challenges [here](#).
  - You cannot change the size of the provided boxes, margins, or orientation of the template.
  - You can use any font and add anything you under the Project Overview (images, logos, etc).
  - You cannot delete metrics that are on the template but can add additional metrics in the "Impact" box.
  - Required number of copies per region to print will be announced 2 weeks prior the exposition.
- 1 hard-copy for each Challenge your team is competing in must be submitted at the Registration Desk prior to the Opening Ceremony.

**What is the time period we have to use when reporting metrics in our presentations and Challenge Report?**

- Impact metrics must be from March 1st, 2023, to February 28th, 2024.

**Do the presenters have to hand out the Challenge Reports to judges?**

- No, you can have anyone from your team hand out the Challenge Reports to the judges during the 3-minute set-up period.

**How do I submit our Project Verification Form?**

- You must submit a [Project Verification Form](#) signed by your Team Leader, Faculty Advisor, and School Administrator through the link provided in your Team Registration confirmation email. If you did not receive the confirmation email, please reach out to your Program Manager.

**Can we bring a VP to the Student Leader and Final Reporting Workshop?**

- The Student Leader meeting is primarily for current and incoming Presidents, however if that individual cannot attend, please send another team member, such as a VP, in their place.
- Anyone involved with compiling project metrics and submitting information on [team.enactus.ca](http://team.enactus.ca) can attend the Final Reporting Workshop (Project Managers, VP of HR, etc.). Please note, due to space constraints, this meeting will be limited to a maximum of 2 individuals per Enactus team.

**When will leagues/presentation time and tech checks be announced?**

- They will be announced during the Opening Ceremony and then shared via social media after the ceremony.

**The registration deadline has passed but one of our team members forgot to register themselves, can they still attend?**

- They may be able to register in person pending available space.

**What is the dress code for the event?**

- Team gear (Enactus t-shirts/sweaters) is acceptable on Thursday for the Opening Ceremony.
- Business attire is required on Friday for all attendees.

**Can presenters use cue cards?**

- Yes, presenters are allowed to use cue cards during presentations, but it's crucial to consider both the advantages and disadvantages. These cards should ideally include key points or prompts rather than scripted content. The advantages of cue cards include aiding presenters in maintaining a smooth flow, reducing the risk of forgetting crucial information, and providing visual support. However, it's essential to be mindful of potential downsides, such as the risk of dependence on written materials, the potential for distraction if cue cards are overly detailed, and the need to adhere to time constraints during presentations. The goal is to leverage cue cards effectively to enhance the presentation without detracting from the overall quality of delivery.

**Are there additional resources for presentations?**

- Yes, there are!
  - [2023-2024 Tech Presentation Strategies](#)
  - [How to create an Enactus presentation using PowerPoint](#)