

Guidelines on how to prepare a successful DECA virtual presentation

The following are best practices for recording a polished and professional presentation for virtual competition, along with examples of penalty point and disqualification.

An exemplary presentation will...	Penalty Points may be assessed if...	Your presentation will be disqualified if...
<p>VIDEO SETTINGS/UPLOAD Your video should be able to be seen by judges. If your video settings are incorrectly set, your judge may not be able to see your presentation. Instructions for enabling settings on YouTube, Google Drive, and SharePoint can be found here.</p>		<p>If the judge tries two different browsers and still cannot open the link, the team will be disqualified.</p>
<p>TIME Presentations must follow the time constraints within the event guidelines.</p>	<p>If a student's video exceeds maximum presentation time by 1-10 seconds, the judge will deduct 5 points from their score.</p>	<p>If a student's video exceeds maximum presentation time by 11 seconds, the student will be disqualified.</p>
<p>FRAMING A great presentation will have participant(s) properly framed in their webcam as if you were watching a TV news anchor. You should be centered in the frame, and your computer should be as eye-level as possible. (We recommend placing your computer on top of textbooks to achieve an eye-level frame). An example of great framing includes:</p> 		
<p>RECORDING Your presentation should be recorded in one real-time presentation.</p>		<p>Your video appears to be filmed in more than one shot.</p>
<p>EDITING/VISUALS Your presentation should not have editing or visual effects/transitions.</p>		<p>If there is evidence of editing and added visual effects, the presentation will be disqualified.</p>

<p>TEAM VISIBILITY In a team event, both partners must participate, and they must be visible when speaking. In Zoom, you CAN use speaker view or gallery view. Only the students whose name(s) are entered into the event, participate in the recording.</p>		
<p>DRESS CODE Are students dressed appropriately? Do they follow the Washington DECA Dress Code?</p>	<p>Dress code violations will be assessed by the event manager and in most cases will receive 5 penalty points.</p>	<p>Serious violations of the dress code will result in DQ.</p>
<p>ROLE-PLAY VISUALS Students may not use a slideshow or any presentation software during a role-play event. In a role-play, students can only use paper/pen/marker for role-play presentations. No slideshow or computer-generated visuals allowed. Keep in mind the camera may display their visual backwards if they haven't changed their video settings. In a role-play, a student's virtual background should not contribute to their presentation.</p>		
<p>BACKGROUND Beds, bathrooms, etc., cannot be viewed in the background of student recordings. Use a one-color or DECA provided virtual background (here or here) OR record in a room other than bedroom or bathroom AND use a professional background.</p>		<p>If there is a bed in view or other prohibited items, they may be disqualified.</p>
<p>SOUND Can you hear all participants? If there is a slight difference in volume, there is no penalty, but if a judge cannot hear a participant the final score will reflect the volume problem.</p>		

Additional Tips:

1. When recording, make sure you have a good internet connection.
2. Backgrounds are important, if you are not using a virtual background, make sure items are neat and professional. If you are trying to liven up a blank wall, try adding plants or neutral photos.
3. Test audio and video prior to recording.
4. **SUBMIT YOUR PRESENTATION TO JUDGE PRO EARLY!** We 100% recommend starting the submission process at least 16-24 hours in advance of the actual due date.