

RCLS 490: Senior Capstone in Recreation
Capstone Presentation Assignment

(100 points)

Due for Peer Review: Thursday, February 26th

Final Presentations Due: March 6th at the Capstone Conference

After you have chosen your topic and written your paper, your team will have the opportunity to present the results of your research at a public and professional conference, the Capstone Conference (we will choose a snappier name for it as a class). The conference will be open to the greater University and your University peers are more than welcome to attend! Below are the guidelines for designing an engaging, successful presentation that you and your group will be proud to present.

All presentations will use the PechaKucha format. See <http://www.pechakucha.org/> for examples and more information about this format. We have chosen this format because it is interesting, engaging, and will be useful to you as you go forth in your career (your employer will value an employee with strong presentation skills). Most TedTalks are given in this format!

PechaKucha is a 20X20 format. That means, you will have 20 slides that will **automatically progress** every 20 seconds for a total of 6 minutes and 40 seconds per presenter.

Your presentation will have four parts—intro, pro, con, and conclusion. Therefore, each section will have its own PechaKucha.

Intro→20slidesX20seconds=6 minutes, 40 seconds

Pro→20slidesX20seconds=6 minutes, 40 seconds

Con→20slidesX20seconds=6 minutes, 40 seconds

Conclusion→20slidesX20seconds=6 minutes, 40 seconds

Your total presentation time will be 30 minutes including transitions between speakers.

Additionally, each group will be allotted a 5 minute question and answer period after their presentation for a total amount of time of 35 minutes start to finish per group.

We will present and discuss several examples of excellent PechaKucha presentations during class. Here are a few tips to keep in mind:

1. Most PechaKucha slides do not include any text. If including text, less is more.
2. Because PechaKucha slides progress automatically, you must know your presentation in and out. PechaKuchas must be rehearsed and practiced many times before the conference.
3. We also recommend writing a presentation “script,” not so that you will read it to your audience (reading to your audience will lose their attention), but so that you can begin to memorize your presentation and know your information in and out.
4. It is OK to have notes, or your script in front of you when you present so that you stay on track (just don’t read it to us word for word).

Note: There are two due dates for your presentation. Each presentation will be peer reviewed before the conference. The aim is to improve both your presentations and your final scores by getting solid feedback and practice in advance.

(Note: the following description was added in order to provide perspective on the capstone conference and what was involved with regard to student planning for the presentation format).

Conference Duties and Planning Teams

(25 points)

In order to successfully plan for and implement a one-day conference of this nature, students will be placed in conference planning teams that address all of the various logistics and details that need to be covered – prior to, during, and after the conference event on March 6, 2015. Our plan is to let students' self-select team assignments according to individual interests, strengths, and group needs. A peer evaluation process will be utilized to assess student performance during this phase of the class. This assessment is worth up to 25 points and will be administered at the end conclusion of the course. The following is a suggested list of potential planning teams – the class is welcome to make adjustments or additions, as necessary:

Team #1: Abstracts/Bios→ Compile and edit all abstracts and bios

Team#2: Marketing and Promotions→ Come up with and implement a marketing plan to publicize the event around campus.

Team #3: Technology→ Set up, oversight, and tear down of computers, projectors, screens, etc. Help each presenter transition smoothly.

Team #4: Food/Refreshments→ Plan food and refreshments for the event within a budget. Set up and take down the food at the event.

Team #5: Conference Packets including Abstracts, Bios, Conference Schedule, Keynote Speaker information/Bio

Team #6: Scheduling→ Work with all presenters to create a conference schedule, perhaps presenters can be grouped around themes?

Team #7: MC/Announcer (1 per room)

Team #8: Time keepers (1 per room)

Team #9: Evaluations→ Student presentations for viewers and all-conference

Team #10: Keynote Speaker→ Procure the keynote speaker, attend to her/him on the event day, write a thank you note after the event

Team #11: Overall Conference Coordinator (One per class)