



1<sup>ST</sup> INTERNATIONAL CONFERENCE ON  
MANAGEMENT AND ENTREPRENEURSHIP  
(ICOME) 2022



*“Business Management: Innovation, Challenges and Resilience”*

Faculty of Management Studies (FMS), The Open University of Sri Lanka (OUSL), Nawala, Nugegoda, Sri Lanka.



## VIRTUAL 3MT COMPETITION

*“An 80,000 word thesis explained in less than 180 seconds”.*

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ICOME - 3MT- 2022  
Competitor Guide for Virtual Oral Presentations



This Competitor Guide is developed by the organizing committee of the ICOME-3MT, Faculty of Management Studies, The Open University of Sri Lanka, with the consent of The University of Queensland.

1. Active PhD/MPhil/DBA candidates who have successfully passed their confirmation milestone (including candidates whose thesis is under submission) by the date of the first virtual presentation (5<sup>th</sup> February 2022) are eligible to participate in the competition. Graduates are not eligible for this category.
2. It is required to submit a full paper on your thesis together with the supervisor consent form as the first step through the conference submission system (<https://cmt3.research.microsoft.com/User/Login?ReturnUrl=%2FICOME2022>), on which you will be notified whether you are entitled to participate for the 3MT competition. To prepare the full paper, you may refer to the full paper guidelines and paper template provided in the ICOME 2022 website.
3. The accepted pre-prepared video presentations on the thesis will be presented in the preliminary round as 3-minute video presentations and competitors exceeding 3 minutes are disqualified.
4. Presentations are considered to have commenced when a presenter starts their presentation through speech not the start of the video, where the timing does not include the 3MT title slide.
5. You need to prepare the video with voice recorded along with one slide, using the Microsoft PowerPoint application of which the template is provided to you in the website.
6. To record your presentation as a video, please refer to the **guidelines** given to you as follows.

**Videos must meet the following guidelines:**

- Filmed on the horizontal;
- Filmed on a plain background;
- Filmed from a static position;
- Filmed from one camera angle;
- Contain a 3MT title slide (at beginning);
- Contain a 3MT PowerPoint slide (top right corner/right side/cut to)
- A single static slide is permitted in the presentation (no slide transitions, animations or ‘movement’ of any description). This can be visible continuously, or ‘cut to’ (as many times as you like) for a maximum of 1 minute.
- The three-minute audio must be continuous – no sound edits or breaks.
- No additional props (e.g. costumes, musical instruments, laboratory equipment and animated backgrounds) are permitted within the recording.
- Presentations are to be spoken word (e.g. no poems, raps or songs).
- No additional electronic media (e.g. sound and video files) are permitted within the video recording.
- Before you record your presentation it is important to practice so you can present with confidence and clarity.

Vocal range	Speak clearly and use variety in your voice (fast/slow, loud/soft). Do not rush – find your rhythm. Remember to pause at key points as it gives the audience time to think about what you are saying.
Body language	Stand straight and confidently. Hold your head up and make eye contact. Never turn your back to the audience. Practice how you will use your hands and ensure your presentation is recorded/delivered from a single position. Do not make the common mistakes of rolling back and forth on your heels, pacing for no reason or playing with your hair as these habits are distracting for the audience.
Dress Code	While there is no dress code, if you are unsure of how to dress you may like to dress for a job interview or an important meeting.
3MT Recording - Device Options	Recording your presentation can be done using a camera and or hand-held video recorder however most phones allow you to record through the camera function and most computers have recording ability (via camera or webcam) using inbuilt programs such as Windows (Camera App, Windows Movie Maker), Macintosh (QuickTime, iMovie), Online programs which you might like to consider include: Zoom
3MT Writing	<p>Write for your audience. One of the judging criteria looks for evidence that you can explain your research to a non-specialist audience. To do this you may avoid jargon and academic language. Explain concepts and people important to your research (you may know all about Professor XYZ’s theories but your audience may not). Highlight the outcomes of your research, and the impact it will have. Imagine that you are explaining your research to a close friend or fellow student from another field but do not devalue your research, what you are doing is exciting and you should convey enthusiasm for your subject.</p> <p>You may like to present your 3MT like a story, with a beginning, middle and an end. It’s not easy to condense your research into three minutes, so you may find it easier to break your presentation down into smaller sections. Try writing an opener to catch their attention, then highlight your different points, and finally have a summary to restate the importance of your work.</p> <p>Know what you want your audience to take away from your presentation. Ideally, you would like the audience to leave with an understanding of what you’re doing, why it is important and what you hope to achieve.</p>
What not to do	Do not write your presentation like an academic paper. Try to use shorter words, shorter sentences, and shorter paragraphs. You can use humour, however, be careful not to devalue your presentation.

7. To have an idea on how to record slides with audio, using Microsoft Power point, kindly refer to the video on <https://www.youtube.com/watch?v=Ok0VlnZFZHM> which will be helpful in preparing the recording of your presentation using Microsoft Powerpoint.
8. The acceptable format of the presentation slide is .pptx created using Microsoft Power point and the acceptable file format of the recorded presentation is .mp4.
9. Kindly ensure the text and the graphics such as tables, figures, schematic diagrams are presented with clarity.
10. It is advised that the recording is done with minimal noise or such disturbances in order to ensure that the recorded file will be of acceptable quality.
11. In terms of the Submission of the recorded presentation, the file name should be as follows. Submissions should be done via video format and the files sent in other formats will not be accepted.  
e.g. If PAPER ID = ABC, the file name of the recorded presentation must be REC\_ABC.mp4
12. Upload the pre-prepared video presentations to the link that will be notified to you later.
13. Your pre-recorded video presentation will be live streamed at scheduled times.
14. After the preliminary competition round, competitors have the option to either submit their current presentation or rerecord and submit a new presentation for entry into the final round.
15. Your video-presentation will be evaluated on technical content, as well as presentation skills by a panel of judges. At every level of the competition each competitor will be assessed on the judging criteria explained as follows. Each criterion is equally weighted and has an emphasis on audience.

Comprehension and Content	<ul style="list-style-type: none"> <li>▪ The presentation should provide an understanding of the background and significance to the research question being addressed while explaining terminology and avoiding jargon.</li> <li>▪ The presentation should clearly describe the impact and/ or results of the research, including conclusions and outcomes.</li> <li>▪ Further the presentation should follow a clear and logical sequence and along with the thesis topic, research significance, results/impact and outcomes communicated in language appropriate to a non-specialist audience.</li> <li>▪ The presenter should spend adequate time on each element of their presentation without elaborating for too long on one aspect or rushing the presentation.</li> </ul>
Engagement and Communication	<ul style="list-style-type: none"> <li>▪ The oration should make the audience want to know more.</li> <li>▪ The presenter needs to be careful not to trivialize or generalize their research while convey enthusiasm for their research.</li> <li>▪ The presenter should capture and maintain their audience’s attention while having sufficient stage presence, eye contact and vocal range; maintain a steady pace, with a confident stance.</li> <li>▪ The PowerPoint slide enhance the presentation should be clear, legible, and concise.</li> </ul>



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16. The presenter should attend the on-line oral presentation session.
17. The decision of the adjudicating panel is final.
18. The full papers of all 3MT oral presentations made at the ICOME 2022 will be published at the ICOME 2022 conference proceedings. If your full paper is rejected to be presented under 3MT competition, it will be considered for publication under any other conference track at ICOME 2022 after a double-blind peer review process.