



VIRTUAL 3MT COMPETITION

"An 80,000 word thesis explained in less than 180 seconds".

3rd INTERNATIONAL CONFERENCE ON
MANAGEMENT AND ENTREPRENEURSHIP -
ICOME 2024

ICOME - 3MT- 2024

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 in the management field who have successfully passed their confirmation milestone (including candidates whose thesis is under submission) by the date of the virtual presentation (02nd October 2024) are eligible to participate in the competition. Graduates are not eligible for this category.
2. **It is required to submit an abstract on your thesis together with the supervisor consent form as the first step through the conference submission system Microsoft CMT using the following link (<https://cmt3.research.microsoft.com/User/Login?ReturnUrl=%2FICOME2024>)**
3. **To prepare the abstract, you may refer to the abstract guidelines and paper template provided in the ICOME 2024 website.**
4. You will be notified whether you are entitled to participate for the 3MT competition.
5. 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.
6. 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.
7. **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.**
8. To assist you with your preparations, please find a few suggestions below that will help you in writing your presentation, creating your slide and practising your presentation.

8.1 3MT Drafting (Writing Your Presentation)

Key Points	Description
Write for your audience	<ul style="list-style-type: none"> • Avoid jargon and academic language. • Explain concepts and people important to your research - you may know all about Professor Smith’s theories but your audience may not. • Highlight the outcomes of your research, and the desired outcome.

	<ul style="list-style-type: none"> • Imagine that you are explaining your research to a close friend or fellow student from another field. • Convey your excitement and enthusiasm for your subject.
Tell a story	<ul style="list-style-type: none"> • You may like to present your 3MT as a narrative, with a beginning, middle and 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 the attention of the audience, then highlight your different points, and finally have a summary to restate the importance of your work.
Have a clear outcome in mind	<ul style="list-style-type: none"> • Know what you want your audience to take away from your presentation. • Try to leave the audience with an understanding of what you’re doing, why it is important, and what you hope to achieve.
Revise	<ul style="list-style-type: none"> • Proof your 3MT presentation by reading it aloud, to yourself and to an audience of friends and family. • Ask for feedback. • Ask your audience if your presentation clearly highlights what your research is about and why it is important.

8.2 3MT Slide (These guidelines are the same for recording and presenting your presentation.)

Key Points	Description
Rules	<p>Before you start work on your slide, you should take the following rules into account;</p> <ul style="list-style-type: none"> • One single static PowerPoint slide is permitted. • No slide transitions, animations or ‘movement’ of any description are permitted. • Your slide is to be presented from the beginning of your oration. • No additional electronic media (e.g. sound and video files) are permitted.
Suggestions	<ul style="list-style-type: none"> • Less is more: text and complicated graphics can distract your audience – you don’t want them to read your slide instead of listening to your 3MT. • Personal touches: personal touches can allow your audience to understand the impact of your research. • Creativity drives interest: do not rely on your slide to convey your message – it should simply complement your oration. • Work your message: think about how your slide might be able to assist with the format and delivery of your presentation – is there a metaphor that helps explain your research?

	<ul style="list-style-type: none"> An engaging visual presentation can make or break any oration, so make sure your slide is legible, clear and concise.
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8.3 3MT Presentation (These guidelines are the same for recording and presenting your presentation.)

Key Points	Description
Rules	<ul style="list-style-type: none"> Presentations are limited to 3 minutes maximum and competitors exceeding 3 minutes are disqualified. No additional props (e.g. costumes, musical instruments, laboratory equipment) are permitted. Presentations are to be spoken word (e.g. no poems, raps or songs). Presentations are to commence from the stage. Presentations are considered to have commenced when a presenter starts their presentation through either movement or speech.
Practice well	<ul style="list-style-type: none"> Feeling nervous before you present is natural, and a little nervousness can even be beneficial to your overall speech. Nonetheless, it is important to practice so you can present with confidence and clarity. Practicing will also help you gauge the timing of your 3MT so that you keep within the time limit.
Vocal range	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Stand straight and confidently. Hold your head up and make eye contact. Never turn your back to the audience. Practise how you will use your hands and move around the stage. It is okay to move around energetically if that is your personality, however it is also appropriate for a 3MT presentation to be delivered from a single spot-on stage. 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.
Record yourself	<ul style="list-style-type: none"> Record and listen to your presentation to hear where you pause, speak too quickly or get it just right. Then work on your weaknesses and exploit your strengths.
Look to the stars!	<ul style="list-style-type: none"> Watch your role models such as academics, politicians and journalists, and break down their strengths and weaknesses. Analyse how they engage with their audience. View presentations by previous 3MT finalists.

Dress	<ul style="list-style-type: none"> • 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. • It is important that you feel comfortable so you can focus on your presentation. • If you are presenting on a stage, be aware of the noise your footwear might make. • Do not wear a costume of any kind as this is against the rules (as is the use of props).
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9. 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 and filmed on a plain background;
- Filmed from a static position and 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.

Consider following matters when recording;

Key Points	Description
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.
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.

10. 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.
11. 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**.
12. Kindly ensure the text and the graphics such as tables, figures, schematic diagrams are presented with clarity.
13. 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.
14. **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

15. Upload the pre-prepared video presentations using the link (<https://drive.google.com/drive/folders/1nk0IbzosvFJyKtKYYT418EiSACCTTM0E?usp=sharing>)
16. Your pre-recorded video presentation will be live streamed at scheduled times.
17. 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.
18. **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"> ▪ The presentation should provide an understanding of the background and significance to the research question being addressed while explaining terminology and avoiding jargon. ▪ The presentation should clearly describe the impact and/ or results of the research, including conclusions and outcomes.
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	<ul style="list-style-type: none"> ▪ 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. ▪ The presenter should spend adequate time on each element of their presentation without elaborating for too long on one aspect or rushing the presentation.
Engagement and Communication	<ul style="list-style-type: none"> ▪ The oration should make the audience want to know more. ▪ The language was appropriate for a non-specialist audience. ▪ The presenter needs to be careful not to trivialize or generalize their research while convey enthusiasm for their research. ▪ 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. ▪ The PowerPoint slide enhance the presentation should be clear, legible, and concise.

19. **The presenter should attend the virtual oral presentation session.**

20. **The decision of the adjudicating panel is final.**

21. The abstract of all 3MT oral presentations made at the ICOME 2024 will be published at the ICOME 2024 conference proceedings.