

Kaua`i Coffee Agricultural Business Plan Competition

Oral Presentation Guide

(The following has been excerpted primarily from the University of Hawai`i's Business Plan Competition.)

Kaua`i Coffee Agricultural Business Plan Competition Phase II teams agree to the following rules and guidelines regarding the Round #1 and Round #2 oral presentations. Please contact Susan Tai Kaneko at stai@kedb.com or 808.245.6692 with any questions.

Rules

- Only Phase II teams will be required to make oral presentations. Auditing teams will not be scheduled to present.
- Each team must email its presentation (in PowerPoint, Word and/or PDF) to Susan Tai Kaneko at stai@kedb.com by Tuesday, April 3, 2012 at 9:00am. Presentations received after 9:00am on April 3rd will not be accepted. Each team should indicate in its email the number of slides in its presentation or, if possible, each team should email a PDF of the presentation so Susan can confirm the number of slides and appearance of the slides.
- Each presentation will be loaded onto the KEDB laptop before the presentations begin on April 3rd.
- Each team should also bring its presentation on a removable flash drive
- Each team must be outside of its assigned classroom at least 7 minutes prior to its presentation time. The classroom assignments will be announced at least one week prior to the presentations.
- Each team will be allowed into its assigned classroom 5 minutes prior to its presentation time to confirm their presentation is ready to show and to hand out any copies of the presentation and/or samples to the class guests.
- Each team will have 10 minutes to make their presentation
- Upon completion of the presentation, the Class Guests will conduct up to 10 minutes of question and answer
- Any member of the team may answer the Class Guests' questions
- Class Guests will be asked to sign a Confidentiality Agreement. Any data or information discussed in the presentation will be considered confidential unless otherwise noted by the respective team.

Caution

- Teams may NOT adjust the slides at the event
- Teams may NOT set up their own laptop and projector. A computer and projector will be provided
- Teams may NOT observe other teams' presentations

Recommendations

- Oral presentations should be based on the business plan or as much of the business model that has been developed
- Use standard fonts in the slides, such as Times New Roman or Arial, which will be sure to work
- Refrain from using flash features that may not be compatible with KEDB laptop

- Teams are advised to consider carefully whether or not to use video clips, which may not run on KEDB laptop
- Teams are advised to have at least two team members present – i.e., with one responsible for recording questions and answers from the Class Guests. Teams that wish to videotape their presentations and Q&A must get permission from the Class Guests (and any other authorized individuals in the classroom) prior to any videotaping.
- Backup copies of the presentation are highly recommended.
- Professional/respectful attire is recommended (i.e., at least aloha business attire, which is typically an aloha shirt and slacks for men, and a blouse and dress pants/skirts or a dress for women)

Scoring & Feedback

- The Round #1 and #2 oral presentations will not be scored; the Phase III Finals Presentation will be scored
- Each Class Guest will be asked to complete a feedback form for each team that it critiques. Each team should wait to receive its feedback forms immediately after its presentation and before the next team's presentation begins.