

## Three Minute Thesis Competition [example] Order of Proceedings

### The days prior to the event:

1. Decide on a presentation order.
2. Have presenters submit their slide in in an image format at least 3 days in advance of the finals. The event coordinator can then prepare the slides in a master presentation and review it for accuracy. If time allows give the presenters an opportunity to review this master presentation to make sure their slide is displaying as they intended.

### The day of the event:

<i>Example Time</i>	<i>Task to be Completed</i>
<b>2:30pm</b>	Arrive at venue:  Set up audiovisual needs and any additional elements you will be using (welcome table, audience ballots, judges area etc.)
<b>3:00pm</b>	Student and judge arrival commences
<b>3:05pm</b>	Students and judges to be provided with event briefing detailing the flow of the event, how students will be introduced, how time will be kept, etc.
<b>3:15pm</b>	Guest arrival commences
<b>3:25pm</b>	Guests requested to be seated by host
<b>3:30pm</b>	Welcome by host  It is a good idea to include information about the intent and rules of 3MT so that the audience is aware of the tone and scope of the presentations.
<b>3:35pm</b>	Host to introduce first presenter
<b>3:40pm</b>	Host to introduce second presenter
....	Proceed with all presenters
<b>3:55pm</b>	Host to introduce final presenter
<b>4:00pm</b>	Conclude presentations <ul style="list-style-type: none"> <li>• Announce that the presentations are finished</li> <li>• Allow judges time to finalize their scores, make adjustments, and submit their score to the host/event coordinator</li> <li>• Have the event coordinator tally the scores to determine a winner</li> <li>• This is a good time to have the audience submit their suggestions for a “people’s choice” award</li> </ul>
<b>4:15pm</b>	Announce winner(s)

**A note on timing:** it is recommended to plan on 5 minutes per presenter. This allows each student their three minutes to present and the judges two minutes to take notes and score. Once the time is up, or the judges indicate they are ready, move onto the next presenter. It is also good practice to allow the judges to re-visit their scores at the end of all presentations so they can review the presentations relative to the entire field.