

# ITC Oral Presentation Checklist

Does the team leader introduce the project team while other team members set up the presentation?

Does the team leader transition to starting the presentation after determining the rest of the project team is ready?

Does each team member have an assigned part of the oral presentation?

Has the team identified a couple of questions to ask the judges if time is available?

Are team members able to deliver their portion of the presentation without excessive reading of notes or scripts?

Are team members maintaining eye contact with the judges during the presentation?

Do team members appear confident when presenting?

Do all team members wear appropriate formal business attire when presenting?

Has the entire team conducted the presentation in the clothes they will wear to the IT Competition?

Does the team operate the presentation equipment and software correctly?

Upon conclusion of the final content slide does the team leader take over the presentation and transitions to moderating questions and answers with the judges?

Does the team leader distribute questions to individual team members based on project roles?

Does each of the team members answer their own question without assistance from other team members?

Has the team completed an oral presentation to a group of judges?

Does the team have at least 7 hard copies (plus one hard copy for each team member) of the presentation available for the judges in case of presentation equipment failure?