

3MT Chair instructions

Before the presentation

- Arrive 10-15 minutes before scheduled start time in the presentation room.
- Your 3MT faculty heat coordinator will meet you in the presentation room and distribute your chair package.
- Chair package will include: list of presenters, name tag for yourself, 3MT time cards.
- 3MT faculty heat coordinator will instruct you on how to use the PowerPoint presentation (information will be pre-loaded) and 3 minute timer lap-top.
- Confirm attendance of competitors as they arrive (from list in chair package).
- Seat the competitors near the front of the room.
 - All competitors should be in attendance at the start of the heat.
 - If a competitor arrives after the heat begins, depending on his/her arrival time – s/he can either present at their scheduled time (according to your list) or go at the end of the heat.
 - If a competitor is not in attendance at all, mark him/her as not present on the competitor sheet.

During the presentation

- Start on time.
- Introduce yourself and welcome to audience to the 3MT faculty-based heat.
- Read through the Power Point presentation slide in front of the audience (What is the 3MT? History, Rules, etc.).
- Introduce the judging panel, using the names on the PowerPoint slide.
- Introduce each competitor before they present, using the PowerPoint slide containing their name.
- Competitors have the option of displaying their one static slide at any point throughout their presentation.
- Time each competitor using the three minute laptop timer, and notify each competitor when 30 seconds remain, and when they should stop, by using the provided 3MT time cards.
- Thank competitor after their presentation is completed.
- Move on to next competitor (as per competitor list) until all speakers present.
- Using the PowerPoint slide, announce a short break (15 minutes) for results to be tabulated.

After the presentation

- Collect judging forms from judges.
- Tabulate the results of the forms with the help of the 3MT faculty coordinator.
- In the event of a tie, (and only in the event of a tie) use the 3MT faculty coordinator's judging sheets to serve as the tie breaker.
- Announce the winner to the audience. Thank everyone for attending.
- Return the judging sheets to the 3MT faculty heat coordinator. They should not be distributed to students.
- Return Chair package/materials to the 3MT faculty coordinator.