**Conference Presentation (Individual Assignment)**

One of the competencies needed by emergency management professionals is to be able to function as a knowledge translator who can support linking theory and research with practice. This assignment is designed to support the development of your skill in functioning as a knowledge translator and in making public presentations.

For this assignment, you will prepare a narrated PowerPoint (PPT) presentation that simulates a presentation that you might give at an annual [Union of BC Municipalities annual convention](http://www.ubcm.ca/EN/main/convention/past-conventions/2014_Convention/session_presentations/monday_presentations.html#catastrophic) (this site has examples of actual presentations made at this conference over the years, some of these presentations relate to the DEM field), or a similar provincial or territorial body municipal association. An assumption is that the audience includes municipal elected officials as well as municipal managers. Their degree of experience with disasters and with emergency management is not known. Your presentation must align with one of two hypothetical conferences panel themes. One theme focuses on *response-generated* disaster management activities, while the other focuses on *hazard-generated* disaster management activities. You are free to choose any topic covered during weeks 2-6 in the course for your presentation. You are required to submit a 100-word abstract of your presentation, along with your PPT. Your presentation must:

* be a minimum of 10 minutes and no more than 15 minutes in length,
* demonstrate your competency with the use of PPT as a visual tool,
* demonstrate your in-depth knowledge of the research literature related to the topic as examined during the course, and
* demonstrate your ability to frame this conceptual and empirical knowledge in a way that makes it accessible to municipal managers or elected officials.

While your presentation may draw on material other than assigned readings and course resources, this is not required. You are encouraged to deliver your presentation to an audience of your choice prior to adding the narration to your PPT. Details on how to create a narrated PPT are noted below.

Your PPT will be posted for others in the course to review. As with many conferences, participants choose which sessions to attend, and are asked to submit evaluations about the sessions. In this regard, you will review and complete conference evaluations for 3-5 presentations prepared by your peers. This feedback will be provided to the presenter as a compilation of anonymous responses. Completing the evaluations constitutes a required activity for this unit.

This assignment is due at the end of Unit 3.

**Required reading for this assignment:**

Tufte, E. (2006). *The cognitive style of PowerPoint: Pitching out corrupts within*. Available for purchase as an e-book or hardcopy from: <http://www.edwardtufte.com/tufte/ebooks>

Fothergill, A. (2000). [Knowledge transfer between researchers and practitioners](http://ejournals.ebsco.com.ezproxy.royalroads.ca/Article.asp?ContributionID=33831115). *Natural Hazards Review*, *1*(2), 91–98. Retrieved from http://doi.org/10.1061/(ASCE)1527-6988(2000)1:2(91)

**Recommended resources:**

You may find it helpful to look through the [Union of BC Municipalities annual convention](http://www.ubcm.ca/EN/main/convention/past-conventions/2014_Convention/session_presentations/monday_presentations.html#catastrophic) website, which has copies of actual presentations made at this conference over the years. You will see that some of these presentations relate to the DEM field.

The RRU Library has [resources on presentations and PPTs](http://libguides.royalroads.ca/content.php?pid=542942&sid=4466464).

**Instructions for how to develop a narrated PPT:**

* [Create Voice Over PPT on PC](http://ctet.royalroads.ca/sites/default/files/pages/ctet_instructions_for_voice_over_ppt_for_pc.pdf) (For details on how to change timing and re-record specific sections of the presentation, please see the Office site for [further instructions](http://office.microsoft.com/en-ca/powerpoint-help/add-narration-to-a-presentation-HA001230306.aspx))
* [Create Voice Over PPT on Mac](http://ctet.royalroads.ca/sites/default/files/pages/ctet_instructions_for_voice_over_ppt_for_mac.pdf) (if you need to re-record narration for specific slides, see [page 4](http://unex.uci.edu/pdfs/instructor/VOPP_Mac_PowerPoint2008.pdf) of this resource)

Here is the link to the [conference presentation assessment assessment criteria.](http://moodle.royalroads.ca/moodle/pluginfile.php/227882/mod_book/chapter/72944/Assessment%20criteria.docx) Please note that the rating of n/a (0) is not used, rather, it is required as a default in the system.