**2020 Virtual UQ Three Minute Thesis (3MT®) Competition**

**School/Institute/Faculty**

**Event Lead Schedule**

|  |  |
| --- | --- |
| **DATE TBA 2020** | Judging Panel provided with draft event documentation for review |
| **DATE TBA 2020** | All video submissions received by School/Institute/Faculty from competitors |
| **DATE TBA 2020** | 3MT provided with video submission links from School/Institute/Faculty  **(required 1 week prior to School/Institute/Faculty event)** |
| **DATE TBA 2020** | 3MT to upload video submissions to School/Institute/Faculty Vimeo  channel and provide School/Institute/Faculty with Vimeo channel link |
| **DATE TBA 2020** | School/Institute/Faculty provide the Judging Panel with Vimeo channel link  and key dates for review (set up Zoom meeting a day or two before event) |
| **DATE TBA 2020** | School/Institute/Faculty to advertise Vimeo channel link to audience:-  website, newsletters, social media etc. (be creative) |
| **DATE TBA 2020** | Judging Panel Zoom review (Winner, Runner-Up decided) |
| **DATE TBA 2020** | 2020 School/Institute/Faculty Virtual 3MT® Competition |

**2020 Virtual UQ Three Minute Thesis (3MT®) Competition**

**School/Institute/Faculty**

**Order of Proceedings - Pre Event**

**Time TBA** **School/Institute/Faculty 3MT Event Co-ordinator** to open Zoom webinar in practice mode (Host)

**Time TBA Master of Ceremonies,** logs into Zoom webinar (Host)

* Briefed and Zoom testing by **School/Institute/Faculty 3MT Event Co-ordinator**

**Time TBA** **School/Institute/Faculty 3MT** **Competitors** log into Zoom webinar (Panellist)

* **TBA** -
* **TBA** -
* **TBA** -
* Briefed and Zoom testing by **School/Institute/Faculty 3MT Event Co-ordinator**

**Time TBA Judging Panel** log into Zoom webinar (Panellist)

* **TBA**
* **TBA**
* **TBA**
* Briefed and Zoom testing by **School/Institute/Faculty 3MT Event Co-ordinator**

**Time TBA School/Institute/Faculty 3MT Event Co-ordinator** to press record and broadcast button to move from practice mode to start mode and allow attendees to join Zoom webinar

**Zoom Requirements** (Hosts and Panellists):

* **School/Institute/Faculty 3MT Event Co-ordinator -** Microphone on / Video off
* **Master of Ceremonies -** Microphone on / Video on
* **School/Institute/Faculty 3MT** **Competitors -** Microphone off / Video off
* **Judging Panel -** Microphone off / Video off

**Time TBA** **General Audience** log into Zoom webinar

* Microphones off / Video off

**2020 Virtual UQ Three Minute Thesis (3MT®) Competition**

**School/Institute/Faculty**

**Order of Proceedings**

**Time TBA** OfficialWelcome by **Master of Ceremonies**

* Acknowledgements / Zoom Housekeeping

**MC** to introduce **Sponsors**, **Donors** and **Supporters** of the UQ 3MT Competition

* [**UniBank**](http://link.springer.com)- Platinum Sponsor of the 2020 UQ 3MT Competition - Winner prize
* **Boeing Research & Technology - Australia** - Gold Sponsor - Runner-Up prize
* **Alumni Friends of the University of Queensland Inc**. - Donators of the 3MT People's Choice award

**MC** gives overview of virtual program - explains rules, judging criteria and prizes

**MC** introduces Judging Panel

* **TBA**
* **TBA**
* **TBA**

**School/Institute/Faculty 3MT Event Co-ordinator** or **MC** to:

* Turn **ON** Judging Panel microphones and Zoom videos for introduction
* Turn **OFF** Judging Panel microphones and Zoom videos after introduction

**Time TBA MC** to introduce the **School/Institute/Faculty** **3MT Finalists** to audience and advise that a viewing of all videos will commence (3MT Finalists videos combined to 1 video presentation)

**School/Institute/Faculty 3MT Event Co-ordinator** or **MC** to:

* Turn **ON** Finalist microphones and Zoom videos for introduction
* Turn **OFF** Finalist microphones and Zoom videos after introduction
* **SHARE** own screen with audience and play Finalist 3MT presentation video

**Time TBA** 3MT Competitors video presentation viewing to conclude / MC to thank all competitors /facilitate the People’s Choice Award voting (Zoom Poll / Survey Monkey)

* **Assisted** by **School/Institute/Faculty 3MT Event Co-ordinator**

**Time TBA MC to** introduce and commence Q&A session

**School/Institute/Faculty 3MT Event Co-ordinator** or **MC** to:

* Turn **ON** all Finalists microphones and Zoom videos

**Time TBA** **MC** to close Q&A session and introduce the Chair of the Judging Panel

* **TBA**

**TBA** to give an overview of the event/competitors and judging process and announce the People’s Choice, Runner-Up and Winner of the School/Institute/Faculty 3MT Competition and advise who will move through to the **TBA (Faculty / UQ events)**

**School/Institute/Faculty 3MT Event Co-ordinator** or **MC** to:

* All Finalists microphones and Zoom videos to remain **ON**
* Turn **ON** Chair of the Judging Panel microphone and Zoom video
* Turn **OFF** Chair of the Judging Panel microphone and Zoom video

**Time TBA MC** to:

* Thank judges, participants sponsors, donors and audience

**MC** to promote the UQ and Asia-Pacific 3MT Competitions

* **UQ 3MT Final** - Wednesday 16 September 2020
* **Asia-Pacific 3MT Final** - Thursday 1 October 2020

**Time TBA** **School/Institute/Faculty 3MT Event Co-ordinator** to close Zoom webinar