

Power HR Forum

Quest for Excellence (Q4E) -2008

Guidelines for Participating Teams for Sending Written & Oral Presentations

Guidelines for Written Presentations:

After the final competition on July 30, 2008; all Written Papers including yours will be brought out in the form of a compendium. To bring uniformity in these presentations, please ensure the following.

- Written presentation should be limited to 3000 words excepting supporting annexure.
- Use the Font - Arial, Size 12 and Line Spacing 1.2
- Please ensure to keep the images, charts to a minimum and also ensure the following style.
 - The compendium will be released in black and white, hence please avoid multicolor charts; otherwise please ensure that the corresponding data in your chart could be easily distinguished in Black & White.
 - All images, Charts etc. should be in a form so that they could be easily copied / exported from the soft copy of your written paper to another blank Microsoft Word document for processing the compendium.
 - Do not use images downloaded from Internet.
 - Figures, Tables etc. should be numbered consecutively like Figure –1, Figure –2, Table-1, Table-2 and so on and please give a caption below each corresponding figures, Tables etc.
- Content of the presentation should maintain a logical flow as mentioned below.
 - Title Page containing the theme, name of the team leader and team members, name of the organization, number of words, date of submission and signature.
 - Content
 - Abstract (Limited to 300 words)
 - Introduction
 - Details of Research
 - Analysis of data
 - Key findings
 - Recommendations
 - Approach for implementation
 - Conclusion
 - References
 - Annexure – Including details of the team members
- Give References in Harvard Style as mentioned below.
 - For books give surname, initials (year), *title of book*, publisher, place of publication.
 - For Journal Articles give surname, initials (year), "title of article", and journal name in full, volume and/or issue number, and pages.
 - For electronic sources If available online, the full URL should be mentioned at the end of the reference.

Guidelines for Oral Presentation –

- In the oral presentations 15 minutes time is to be allotted for presenting the key findings and 10 minutes for discussion with jury.
- LCD Projector will be provided for Oral Presentation.
- Please bear in mind that oral presentations can contain colorful images, text and graphs etc. but the content should not reflect any thing extra, which is not mentioned in your written presentations.

Guidelines General –

- Please send four bound copies of your written presentation along with a soft copy in MS word.
 - Also send one-passport size photographs of each team member along with the presentation.
 - ***The Written Paper should reach Power HR Forum Secretariat by July 4, 2008***
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