

## **Introduction**

Present Around The World (PATW) is a competition open to applicants between 18 and 30 years old. Individual competitors give a ten minute presentation on a technology or engineering related subject of their choice in front of an audience and a panel of judges, followed by a five minute question and answer session.

## **Competition Stages**

There are 3 fixed stages and 2 optional stages of the competition

University Stage (optional): LNs can organise Student group competitions in Universities (aged 18- 30) in advance of the local network competition. Winners will receive an automatic place into stage two of the competition. There is no cash prize at this stage.

Stage one - LN competition (fixed): The winner and runner-up of each LN competition will receive cash prizes of £150 and £100 respectively and an automatic place in either a national (area) or regional final.

Stage two - National (Area) competition (optional): The winner and runner-up of each National competition will receive cash prizes of £300 and £200 respectively and an automatic place in the regional final.

Stage three - Regional final (fixed): The winner and runner-up of the regional finals will then receive cash prizes of £400 and £300 respectively. The winner will receive an automatic place in the Global final.

Stage four- Global final (fixed): The winners of the Global final will receive cash prizes of £1000 and £500 respectively.

## **A few FACTS**

- The competition is open to members and non-members.
- Entry to the competition is free
- At least two competitors required in order to hold the competition – eight competitors maximum
- To award both first and second prizes you need to have at least four competitors
- Only first and runner-up positions should be awarded although an audience favourite can also be awarded.

## **Planning your competition heat**

It is recommended that each LN appoint a coordinator whose role will be to manage the local heat(s) and keep in contact with all the other PATW coordinators within the region. The coordinators job spec can be found [here](#).

Start by creating an event plan to help you organise and deliver the completion. You may find some useful hints and tips in the on the [Event Basics page](#) of the Volunteer gateway

- Choose a date and select and book a venue
- Book required Audio visual equipment and catering
- Identify and invite your judging panel
- Set up Plus! For registration system to manage participant and delegate registration
- Create IET event calendar page to ensure visibility of competition on IET event calendar

### **Publicising and marketing the event**

As soon as details are known such as the date, venue and name of the LN PATW coordinator – please could you send the information to [patw@theiet.org](mailto:patw@theiet.org) so the details can be added to the PATW events summary (different to the IET event calendar)

- Publicise the competition through your usual channels
- Universities are usually a good target as students will be preparing presentations for their courses and can re-use these
- You could also approach managers at local companies involved with apprentice or graduate development schemes
- Another option would be to run your competition in collaboration with other engineering institutions
- Please ensure you use the correct IET branding, logo and the correct competition title to promote your competition/heat. The following resources are available for you to use to help publicise your event:
  - Editable poster to attract competitors/audiences
  - Certificates
  - Editable PDF application form

To access these resources please speak to your Communities Event Producer who will be able to provide you with a log in

- Remember that your Communities Event Producer can also promote your competition through advertising it on various community emails on request
- Why not add details of your upcoming PATW competition to our Official IET PATW Facebook page. You may also post any images taken at the event and if you want to you can tell "others" of your experiences of holding the PATW competition.

### **Participants**

- If the response is overwhelming, you may wish to organise student/university group competitions with multiple heats before the LN competition
- Once you have received some interest from potential presenters, send them copies of the briefing notes for potential competitors. This can be found [here](#)
- You may also decide to request a brief synopsis of their presentation to use in event material, but this should not be used to pre-select participants
- Provide any YPs who are presenting with an Individual Presenters Pack a month before the event if possible. (Presenter packs will be sent to you in the PATW resource box).

## Judges

It is recommended that you have three judges to judge the competition and award the winner and runner up. Ahead of the competition, you should provide the judges with a copy of the guidance notes and the judging form, as well as any other additional information they require to assist them in the role. (Judges packs will be sent to you in the PATW resource box.)

## Financial arrangements

- All relevant expenses must be included in your operating budget and plan
- There should be no charge to enter the competition
- You should expect to budget for prizes and usual expenses associated with running an event, such as venue and refreshments costs – you may also need to include travel and accommodation expenses if you are planning to send the winner to a national or regional final elsewhere
- All reasonable travel and accommodation costs for the Global final will be met by the central IET budget

## During the event

- Please use exhibition banners at the event to ensure all presenters and audience members are aware of the overall concept behind the competition, as well as to promote and publicise the IET and its visions
- Display all collateral clearly in an easily accessible area of the room. Ideally have an IET stand with relevant products and services displayed
- Confirm that all the presenters have received an Individual Presenters Pack, if not please provide them with one and explain the contents and purpose
- Encourage all participants, judges and audience members to browse through and take collateral. Please aim to do this at the start of your event, during any breaks and in your closing speech
- During your opening speech try to provide a brief overview of the PATW competition
- Also mention during the introduction if they would like to tweet about the competition they can use the hashtag #IETpatw
- You can use the corporate film at the beginning of the event, during any breaks or at the end. It can be downloaded [here](#)
- When taking photographs try to ensure that you have branded IET/PATW collateral in the background so it is clear which event these were taken at the event

## After the event

- Please try to obtain contact details for any non-members who attend the heats
- The PATW competition details form should be completed and forwarded to [patw@theiet.org](mailto:patw@theiet.org) within a week of the heat. Please ensure you include the following for both the winner and runners-up:
  - Name and date of birth
  - Email and postal address
  - IET membership number (if applicable and known)
- Please also forward the Awards Nomination Certificate to the IET Finance department so the prize money can be processed and sent to the winner and runner-up.

## Summary of prizes

Stage	Optional / Fixed	Level	Prize Money (£)		Additional	Budgeting & Organising Responsibility	Time-frame
			Winner	Runner up*			
1	Optional	Student Group	No prize money at this stage		Certificates for the winner & runner-up*	The LN which looks after the student group budget.	
2	Fixed	Local Network	150	100	Certificates for the winner & runner-up*	The LN hosting the event.	LN's to hold their PATW event by no later than May
3	Optional	National (Area) Final	300	200	Certificates for the winner & runner-up*	The LN hosting the event at this level.	National (area) heats to be completed by end of June
4	Fixed	Regional Final	400	300	Certificates for the winner & runner-up*	The LN hosting the event at this level.	Regional Finals to be held by end of August Winners' names are required by September in preparation for the Global Final.
5	Fixed	Global Final	1,000	500	Certificates for the winner, runner-up and finalists; international travel to the Global Final	IET Awards & Prizes Team, UK	November in London UK

## FAQs

The following FAQs are specifically for volunteers organising PATW events and are not particularly relevant to competitors. However, there are further FAQs for competitors (which are also relevant to organisers) which can be found [here](#).

**How should we deal with a big response?** If the response is overwhelming, you may wish to organise preliminary student/university group competitions with multiple heats before the LN competition. Alternatively, if there are too many prospective presenters then you could refer them to this website so they can locate the nearest alternative competition.

**How many judges are required?** It is recommended that you have three judges.

**What prize monies should be awarded?** The prize monies for LN competitions are the local equivalent of £150 for the winner and £100 for the runner-up. See the Summary of Prizes table for further clarification.

**How can I produce certificates?** The winner, runner-up, participant and judges certificates can be created using the online [marketing toolkit](#). Speak to your Communities Event Producer to receive a log in.

**How do I inform the IET that my network wishes to host a PATW event?** You can let us know by emailing [patw@theiet.org](mailto:patw@theiet.org).

Useful links:

Further information on the PATW competition is available on its dedicated website [www.theiet.org/patw](http://www.theiet.org/patw)