

Presenting Tips

As an Awards Presenter for the Naval Science Awards Program (NSAP) at a regional or state science fair, you will represent the U.S. Navy and Marine Corps for the students, parents, friends, and officials taking part in the awards ceremony. In this role, you are the professional voice for the Naval services. You may have a profound effect on the students that you recognize. You may also reach out to members of the audience who will remember the Navy's involvement in this major event.

1. The role of the Awards Presenter and the specific steps to carrying out the role will differ from one Science Fair to the next. A key item in preparation for an awards presenter must be to establish communications with the Science Fair Special Awards Chairperson to ascertain that he or she (1) has received all recognition packages from the Academy of Applied Science, and (2) can brief you on the agenda for the awards ceremony and your part as the Special Awards Presenter for the U.S. Navy and Marine Corps. Should the Special Awards Chairperson be reticent about describing the awards ceremony, contact the Science Fair Director or a person that he or she will direct you to for coordination.
2. Awards Presenters – active, reserve, and retired - are strongly encouraged to wear their uniform during all interactions with students. You must conform to military standards for appearance to wear the uniform, and must realize that you will be the representative in uniform that most people at the Science Fair will remember.
3. You should note, in your discussions with these Science Fair officials, that you have prepared remarks on behalf of the Chief of Naval Research. Offer to provide a presentation speech from the podium. We will always respect the decision of the Science Fair Director and staff regarding the conduct of the awards ceremony. We in the Education Programs Office ask that you **provide us with feedback** on the ceremony, your role, and how it was conducted.
4. Ensure that you know which students are to be recognized with Naval Science Awards. Lapses of communication between Naval Science Award judges, presenters, and science fair officials may result in missteps in assigning awards to names. It is critical that we both fairly judge and fairly present all awards.
5. In presenting awards, verify that each presentation package is complete. Senior projects recognition packages should contain a certificate of accomplishment and an award letter. Junior projects should contain a certificate of accomplishment only.
6. Review the **sample presentation speech** beforehand. Personalize the speech and tailor it to the audience. If time allows, include the names of the students receiving recognition, their schools, and their projects.

7. After the Science Fair, you are asked to provide the Program Office with information on all award recipients (name, school, project title), using [**Log in Student Award Recipients.**](#)