

# U.PORTO 3MT



U. PORTO

EDITION 3 | 2023/2024



## HANDBOOK

ALL YOU NEED TO KNOW ABOUT THIS COMPETITION

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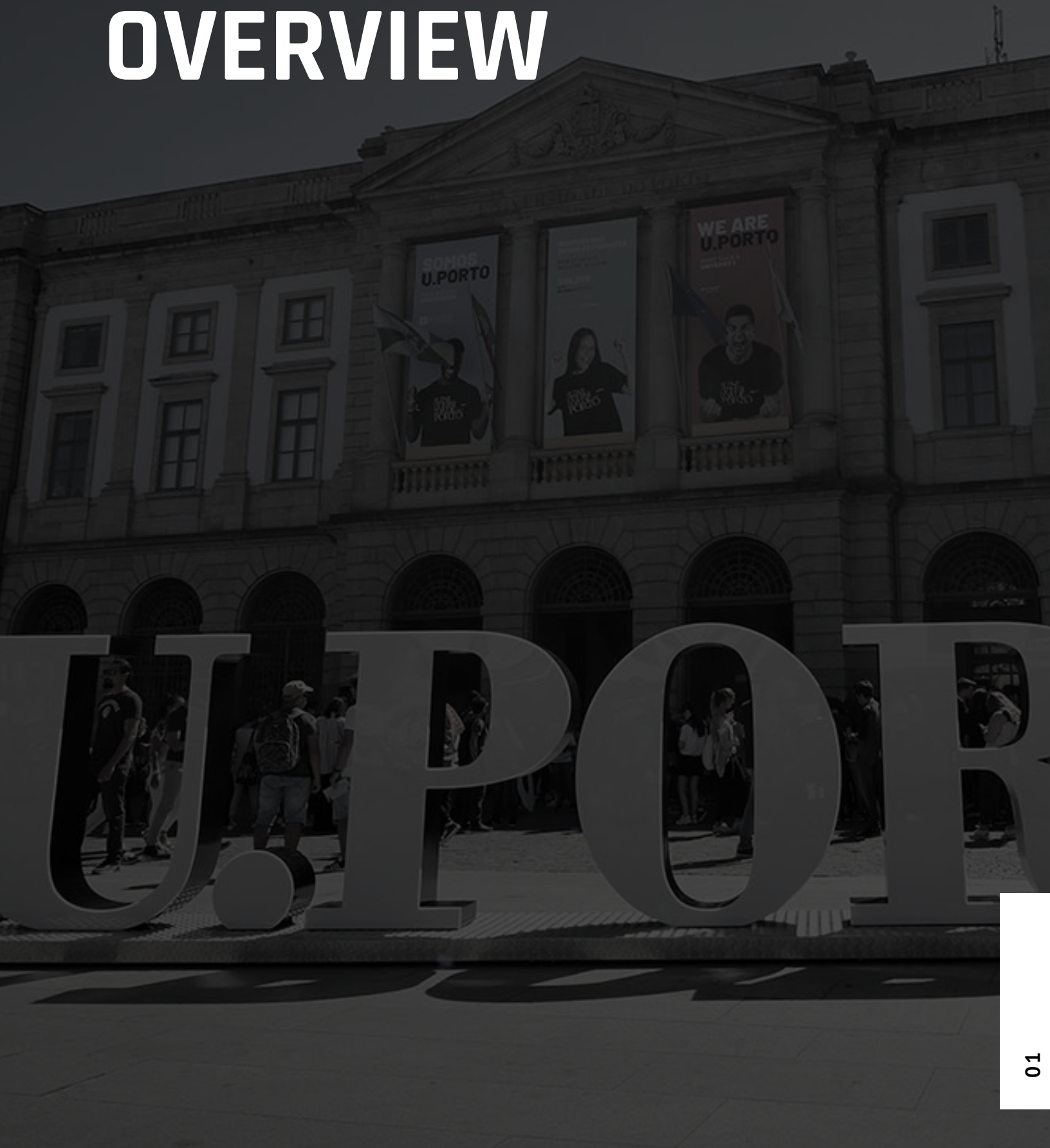
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# EVENT OVERVIEW





# EVENT OVERVIEW

## ABOUT 3MT®

Three Minute Thesis (3MT®) is an academic competition developed by The University of Queensland (UQ) Australia (<https://threeminutethesis.uq.edu.au/>). It is an academic competition for doctoral research students. The very first 3MT® competition was held at the UQ in 2008. Since then, the popularity of the competition has greatly increased, and more than 900 universities worldwide host the competition annually. The competition challenges PhD students to demonstrate their research and its importance/significance in 3 minutes (and 1 PowerPoint slide).

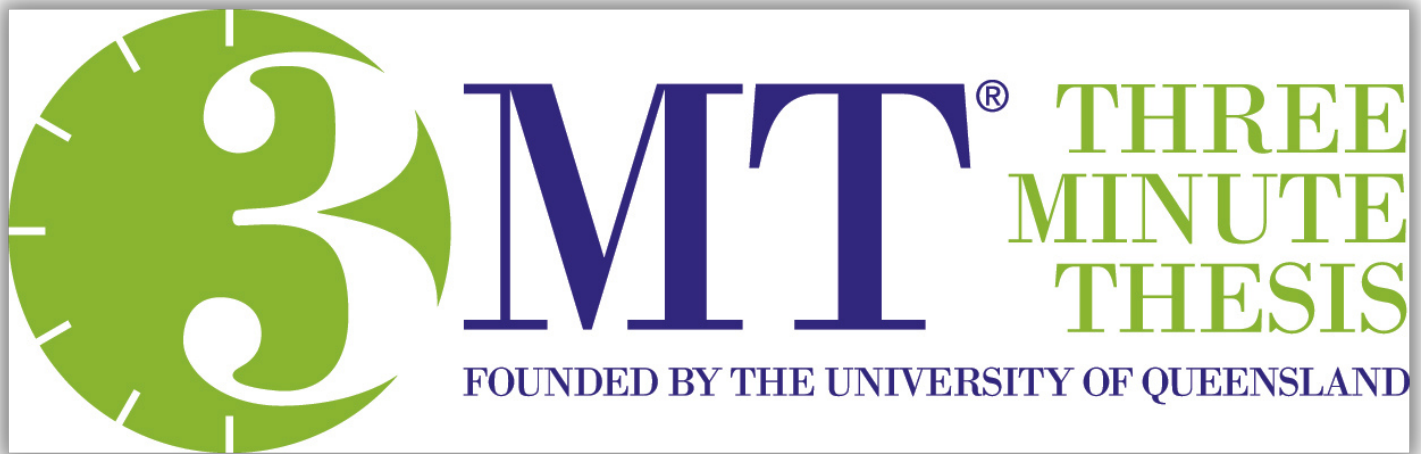
In the school year of 2021/2022, the University of Porto (U.Porto) joined to this competition to offer to its PhD students the opportunity to practise their public communication and engagement skills. It is also an opportunity for PhD candidates to come together, get to know one another and talk about their research.

## BECOME A BETTER COMMUNICATOR

- ✓ Establish a connection with your listeners.
- ✓ Give more persuasive presentations.
- ✓ Explain complex ideas.

## WHY PARTICIPATE?

This event allows students to acquire transferable skills necessary within academia and outside, such as speaking in front of an audience and communicating complicated ideas in a clear, understandable manner. It provides participants with an opportunity to think creatively about how to communicate their research.



# EVENT OVERVIEW

## APPLICATIONS

### Phase 1

**1.Fill and submit the form online:** Fill the form with personal, academic data, and information about your thesis. In the beginning of January, you will receive the credential that gives access to Moodle area of this competition. Through Moodle area, you have access to tutorial videos about recording a video and uploading it to Panopto®.

### 2.Prepare a 3 minutes video

- Video 3 minutes maximum. Videos with more than 3 minutes will not be accepted. Time starts when the candidate begins the presentation.
- The videos must be in English.
- A single static slide is permitted (no slide transitions, animations, or 'movement' of any description). The aim of this slide is to illustrate the talk, information such as the name of the faculty, name of doctoral program, the name of the contestant is not necessary. The video must be recorded by only one camera angle recorded from one static position. Zoom in and out from the static position is acceptable.

- The 3-minute audio must be continuous – no cuts, edits, breaks, etc.
- No additional props (e.g., laser pointer, costumes, musical instruments, laboratory equipment, animated backgrounds) are permitted.
- Presentations are to be spoken word (e.g., no poems, raps, or songs).
- No additional electronic media (e.g., sound and video files) are permitted within the video recording.
- Recommended video formats are mp4, wmv, avi.

### 3. Upload the video in Panopto in Moodle.

Applications:

- Registration is open between 01/12/2023 and 31/12/2023.
- Video submission is open between 08/01/2024 and 31/01/2024.

### Phase 2

- **Participate in the U.Porto 3MT® training:** The finalists will enroll in the U.Porto 3MT® Training
- **Participate in the final:** The 20 candidates will participate in the U.Porto 3MT® Competition Final. The U.Porto jury will select one U.Porto 3MT® Competition winner.



# EVENT OVERVIEW

## PRIZES

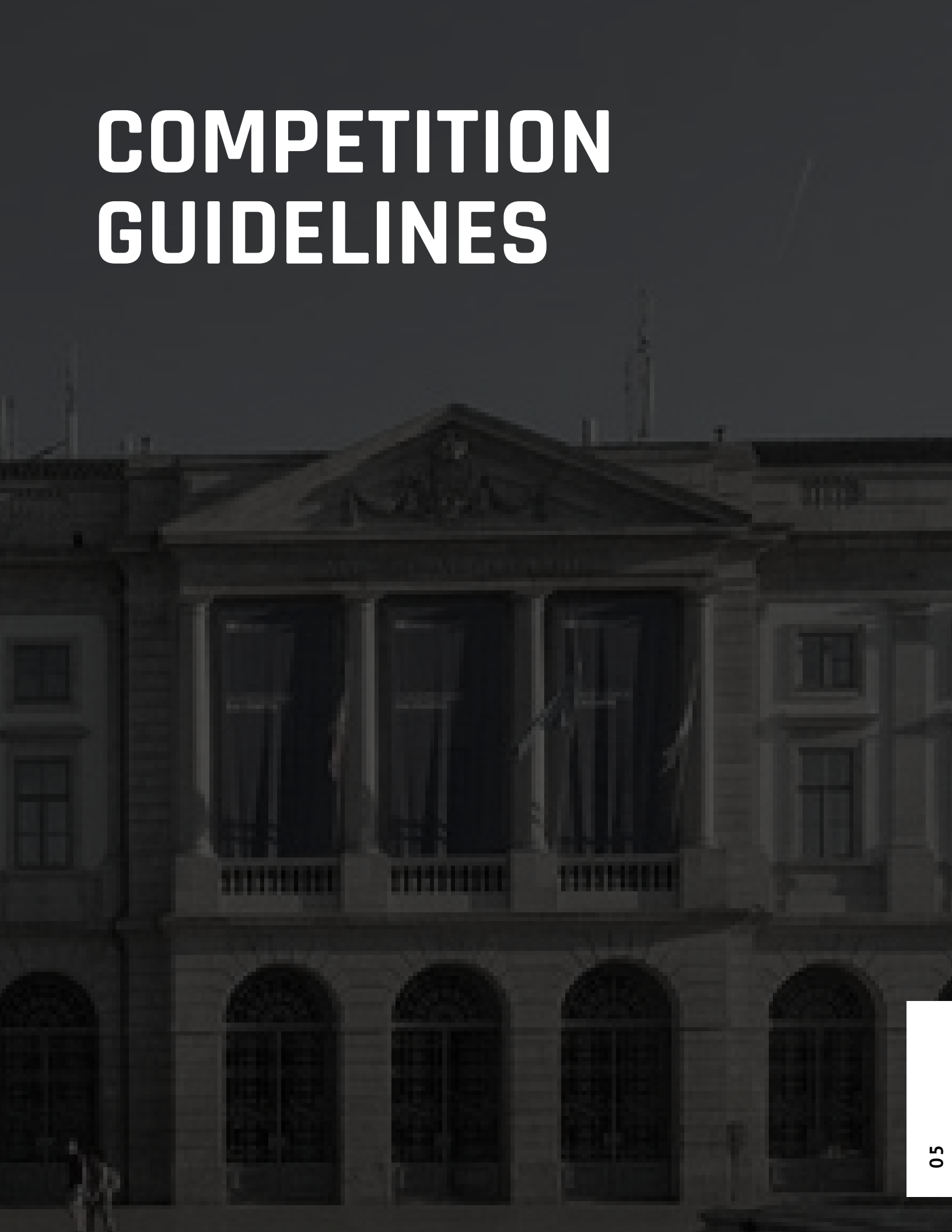


The winner of the competition wins 2000€. The runner-up wins 1000€.

## KEY DATES 2023/2024

DATES	INFORMATION
01 December 2023	Phase 1 (Registration) opens
31 December 2023	Registration phase closes
08 to 31 January 2024	Video submissions of registered candidates
25 March 2024	Announcement of 20 best presentations
April 2024	Training of 20 candidates
17 May 2024	Phase 2: 3MT® U.Porto Final (live)

# COMPETITION GUIDELINES





# COMPETITION GUIDELINES

## ELIGIBILITY

All the PhD students enrolled on the 2nd year or above of a doctoral programme at the University of Porto are eligible for this competition.

## RULES

- Presentations must be in English.
- Presentations are limited to 3 minutes maximum and competitors exceeding 3 minutes are disqualified.
- A single static PowerPoint slide is permitted. No slide transitions, animations or 'movement' of any description are allowed. The slide is to be presented from the beginning of the communication.
- No additional electronic media (e.g., sound and video files) are permitted.
- No additional props (e.g., costumes, musical instruments, laboratory equipment) are permitted. Presentations are to be spoken word (e.g., no poems, raps, or songs).
- Presentations are to begin from the stage. Presentations are considered to have initiated when a presenter starts their presentation through either movement or speech.
- The decision of the adjudicating panel is final.





# COMPETITION GUIDELINES

## JUDGING CRITERIA

### Comprehension and content

- Did the presentation provide an understanding of the background and significance to the research question being addressed, while explaining terminology and avoiding jargon?
- Did the presentation clearly describe the impact and/or results of the research, including conclusions and outcomes? Did the presentation follow a clear and logical sequence?
- Was the thesis topic, research significance, results/impact and outcomes communicated in an appropriate language to a non-specialist audience?
- Did the student spend adequate time on each element of their presentation?

### Engagement and communication

- Did the presentation make the audience want to know more?
- Was the student careful not to trivialise or generalise their research?
- Did the student convey enthusiasm for their research?
- Did the student capture and maintain their audience's attention?
- Did the student have sufficient stage presence, eye contact and vocal range; maintain a steady pace, and have a confident stance?
- Did the PowerPoint slide enhance the presentation - was it clear, legible, and concise?

# COMPETITION PREPARATION





# COMPETITION PREPARATION

## 3MT WRITING

### Your goal is to reach targeted audiences

The goal of a 3MT® presentation is to communicate scientific concepts and knowledge in a charismatic way to a broad lay audience. To do this you may like to:

- Avoid jargon and academic language;
- Explain concepts important to your research;
- Highlight the outcomes of your research, and the impact it will have;
- Imagine that you are explaining your research to a close friend or fellow student from another field; and
- Do not dumb down or devalue your research, what you are doing is exciting and you should convey enthusiasm for your subject.

### The power of storytelling

Skillful storytelling helps listeners understand the essence of complex concepts and ideas in meaningful and often personal ways. For this reason, you should consider storytelling in your communication to connect more authentically with your audience. Try writing an opener to catch their attention, then highlight your different points, and finally have a summary to restate the importance of your work. You can start at the beginning, work through your route to the end, and then review and revise.

Remember to keep in mind the purpose of the talk, which is to help the audience understand and appreciate the subject, and if possible in a way that gives them pleasure.



# 3MT<sup>®</sup> THREE MINUTE THESIS

FOUNDED BY THE UNIVERSITY OF QUEENSLAND

## COMPETITION PREPARATION

### 3MT SLIDE

Before you start working on your slide, you should take the following rules into account:

- a single static PowerPoint slide is permitted;
- no slide transitions, animations or 'movement' of any description are permitted;
- 3MT PowerPoint slide location in recording (top right corner/right side/cut to). The slide can be visible continuously, or 'cut to' (as many times as you like) for a maximum of 1 minute or submitted via email if not included in the presentation.
- no additional electronic media (e.g. sound and video files) are permitted.



### Consider that:

- Putting less on a slide adds greater impact to the information that you choose to show, increasing the clarity of your message and simplicity of your delivery.
- Supplementing your slide with your personal touch can really bring your speech to life.
- The slide exists to complement your spoken words, not replace you.
- The use of a relevant example or metaphor can help people relate to your work and understand your message.

### 3MT PRESENTATION

Practise, practise, practise.

Dear candidates, we have arrived at the most important aspect of preparing a presentation: practice. Practising – trying out your presentation – is the most effective way to improve your presentation, to make sure it is understandable and well-timed, and to increase your confidence in what you are doing.

#### Vocal range

- Speak clearly and use variety in your voice (fast/slow, loud/soft).
- Do not rush – find your rhythm.
- Remember to pause at key points as it gives the audience time to think about what you are saying.

#### Body language

- Stand straight and confidently.
- Hold your head up and make eye contact.
- Never turn your back to the audience.
- Practise how you will use your hands and move around the stage. It is okay to move around energetically if that is your personality, however it is also appropriate for a 3MT<sup>®</sup> presentation to be delivered from a single spot on stage.
- Do not make the common mistakes of rolling back and forth on your heels, pacing for no reason or playing with your hair as these habits are distracting for the audience.



# COMPETITION PREPARATION

## 3MT PRESENTATION

### Record yourself

Record and listen to your presentation to hear where you pause, speak too quickly or get it just right. Then work on your weaknesses and exploit your strengths.

### Dress

- While there is no dress code, if you are unsure of how to dress you may like to dress for a job interview or an important meeting.
- Do not wear a costume of any kind as this is against the rules (as are any props).

## 3MT RECORDING - DEVICE OPTIONS

Recording your presentation can be done by using a camera and or handheld video recorder. However, most phones allow you to record through the camera function and most computers have recording ability (via camera or webcam) using inbuilt programs.

## 3MT RECORDING - FILMING AT HOME

There are three factors to consider when selecting your location to ensure you are producing the best video possible: light, sound and background.

### Light

Dark environments impact the overall quality of your video because cameras do not perform well in dim lighting. Ensuring you are well lit, guarantees the camera and, therefore, your audience, can see you clearly. Look for a room in your home that has lots of natural light. If you are using light from a window, ensure you are facing towards the window, so light falls on you directly.

Any additional lighting you can introduce will further improve the quality of your video. Look around your home for desk lamps, torches etc. Watch this tutorial for more information.



# COMPETITION PREPARATION

## 3MT RECORDING - FILMING AT HOME



Facing away from window



Facing window

### Sound

When filming video at home, ensure you choose a very quiet environment where you have as much control over the sound as possible. For example, choose a small room where you have the ability to close all doors and windows. Make sure any noisy electronics in the room such as fans, air conditioners, computers, phones and possibly even your fridge are temporarily turned off. These are much louder in video than you may think and are very distracting to your audience! Be aware of any audible interruptions you don't have control over such as aeroplanes, lawns mowers and cars. Consider filming during a quiet time of day such as early in the morning when there are likely to be less interruptions. If there are audio interruptions during your recording, do not continue. Wait it out and try again at a later point!

### Background

Aim for a clean, plain wall as your background, completely free of visual distractions from the waist up where you will be framing your shot.

## 3MT RECORDING - SETUP

Whether you're filming on a phone, tablet or web cam, there are further factors to consider when actually setting up to film your video:

### Support

Ensure phones and tablets have enough storage available, are in aeroplane mode, fully charged and either connected to a tripod or, placed on a stable surface (think creatively -Blu Tack to wall). Your friend shouldn't offer to be a tripod by holding your phone or iPad for you: your video needs to be completely stable as movement is very distracting.

### Camera orientation

Ensure phones and tablets are turned onto their side so the video is filmed horizontally, not vertically. This is to ensure the finished video is the correct shape and size when uploaded to Panopto®.

### Eyeline

To ensure your eye line is correct, the tripod or surface where your recording device is placed, should be high enough, so that the camera lens is in line with your eye level. Try to avoid the camera.

### Focus

Before you start recording, ensure your device is able to auto focus on you and isn't focusing on anything else around you instead. Be sure to watch your recording back and ensure you remain in the focus the entire duration.

# COMPETITION PREPARATION

## Proximity

Ensure your recording device isn't too far away from you. The microphone on the device should be as close to you as possible to achieve both the desired framing and to ensure the audio is as clear as possible.

## Test recording

Complete a short recording of a portion of your talk. Ensure you are speaking at the volume you intend to use for your presentation. Review the test recording to ensure all the above elements are complete and working.

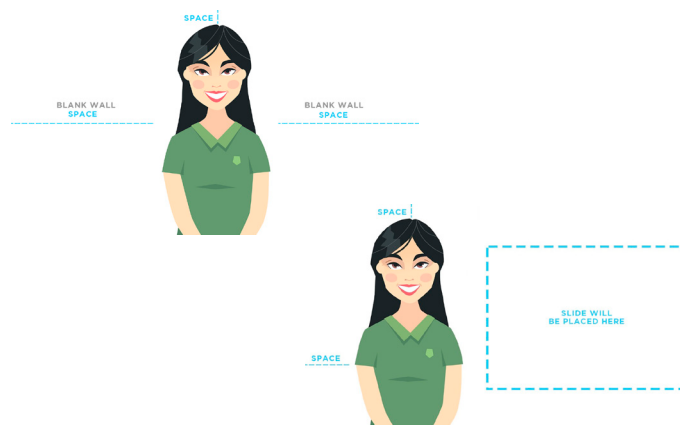
## Presentation tip

Be aware of your eye movement. Maintain eye contact with the camera lens as if it were a person in the audience watching you present live.

## Framing - Two Options

- Set up your shot, so you are in the centre of the frame, not being cut off at the top, and so you can be seen from the waist up. Ensure there is equal space and just the blank wall background on either side of you.

- Set up your shot, so you are to the left of the centre of the frame without being cut off at the top, and so you can be seen from the waist up. The right side of the video frame should be just the blank wall background, as this is where your slide will be edited in. (This is not necessary if you use Panopto® for recording)



## FURTHER INFORMATION

If you have any queries about 3MT®, please visit the U.Porto 3MT® Website or contact the U.Porto. Email [3m-uporto@eventos.up.pt](mailto:3m-uporto@eventos.up.pt)

# U.PORTO 3MT

