



**ROYAL AERONAUTICAL SOCIETY
YEOVIL BRANCH
LECTURE COMPETITION
for the
REGINALD BRIE AWARD
INFORMATION PACK AND ENTRY FORM
ISSUE 4
DECEMBER 2006**

This pack contains the following information:

Part 1	Introduction
Part 2	Pre-Competition Actions
Part 3	The Evening
Appendix 1	Notes for Guidance of Competitors
Appendix 2	N. E. Rowe Medal Notes and Rules
Appendix 3	Judges' Pack

Compiled by: A E J Wood



PART 1: INTRODUCTION

1. In 2004 the Yeovil branch of the Royal Aeronautical Society held the inaugural lecture competition for young people, including Apprentices, within the branch's catchment area. The competition was a great success and the Yeovil Branch Committee has decided to incorporate the event into its lecture diary. This pack describes the concepts and how the competition will be held, building on lessons learnt from previous years.
2. The winner of the competition will be presented with the Reginald Brie award. Wg Cdr Brie, a former Westland employee and Yeovil branch member, is well-known in aviation history as the holder of the first Helicopter Licence in Britain. Wg Cdr Brie began his flying as a RFC Observer in WWI, and subsequent Prisoner of War. After qualifying as Pilot shortly afterwards then leaving the Service in the early '20's, he re-joined the Royal Air Force at the outbreak of WWII, and became responsible for establishing and flying Autogyros around the British coast to calibrate the newly-established Radar stations. He then became involved with the Experimental Helicopter Unit for the rest of the war (and was involved at Westland with Harald Penrose at one time). He obtained the Royal Aero Club's Helicopter Aviator's Certificate No. 1. This licence is now owned by the Science Museum at Kensington, and Wg Cdr Brie's formal Archive is held at the Royal Air Force Museum Hendon
3. This Lecture Competition is designed to encourage people under the age of 30 to develop their presentation skills, present a paper on a subject related to Rotorcraft, and gain visibility within the branches as well as providing suitable entrants for the main Society's N. E. Rowe awards.

4. Why should they do it?

There are numerous reasons for young individuals to commit the time preparing, writing and presenting a 'short' paper and these are listed below.

- Development of presentation skills with a sympathetic audience, providing positive feedback and guidance on where to improve.
 - A coaching session on presentation techniques
 - The potential to have a good evening
 - An opportunity to network with senior branch members
 - The Reginald Brie trophy and cash prize
 - Introduction into the workings of the Royal Aeronautical Society
 - Potential to win a main Society award (with its associated cash prize and prestige)
5. It is proposed that the competition is opened to young people in the Yeovil and Fleet Air Arm branches area. This approach will allow a broad range of relevant subjects, including helicopter design, development, manufacture and aircraft operations, and improve links between the two branches.



PART 2: PRE-COMPETITION ACTIONS

To ensure that the competition is successful a number of actions are required to prepare for the evening. These are listed and discussed below.

1. Establish a competition committee which will:
 - Advertise the event (including the Branch website and Westland Intranet notices) and issue a call for papers
 - Select entrants and papers
 - Select Judges: ideally these should be two Fellows of the Society and one Academic (see Judge's Pack in Appendix 3)
 - Hold pre-meeting for entrants to cover:
 - Pre-meeting the committee and judges
 - Meeting previous entrants
 - Venue familiarisation
 - Run through the papers (3 weeks beforehand) to allow coaching and positive feedback tips
 - Decide the prizes (cash, ticket to the Henson and Stringfellow evening etc).
 - Arrange the venue, refreshments etc.
 - Issue the posters confirming the event with a list of the presenters and their lecture titles
2. The Branch's objective is to arrive at 6 entrants ideally, or 4 at a minimum. To qualify for the NE Rowe medals, the entrants must be Students or Graduates of the Society and under 25 or 30 at the time of the presentation. Local records can provide a list of all people under 30 and canvassing potential presenters can be conducted by
 - Cold calling
 - E-mail
 - Using previous entrants to entice colleagues
 - Co-opting people through local contacts
 - Posters/publicity (see sample posters in Appendix 5)



Part 3: The Evening

1. The competition will be part of the Yeovil Branch annual lecture programme and hence the Branch's Lecture Secretary will advise the date. The date will take into consideration external events, such as Easter, and will allow sufficient time for a suitable entry to be submitted for the N. E. Rowe award(s), which has a closing date of 15th October. Sufficient time will be allowed for local assessment and the papers to be received by the main Society.
2. The evening will comprise of 2 sessions, each of 1 hour duration with a break in between. Each Speaker is given 25 minutes, with a short time for questions and answers. The Chairman will manage the timings for the lectures and ensure that the entrants/questions do not overrun. Also the Chairman will 'protect' the lecturers from hostile questioning (this is aimed at developing and building confidence, rather than destroying it).
3. The Chief Judge will collate the scores and provide completed notes to the Chairman. If the competition is close the chairman can split the prize but not the trophy.



APPENDIX 1: NOTES FOR GUIDANCE OF COMPETITORS

1. Entry is open to anyone under the age of 30 on the date of the competition but the author of any paper submitted for the N. E. Rowe Medal must be a Society Member in the appropriate grade before presenting the lecture.
2. For the N. E. Rowe Medals the paper has to be devoted to Aeronautics, Space and associated topics, but for the branch competition the subject can be wider at the discretion of the committee.
3. The presentation of the papers will be limited to 25 minutes.
4. Entries on an entry form to be in the hands of the Branch Secretary on or before the advertised entry date.
5. Entrants are responsible for obtaining all necessary clearance and approvals to present the paper,
 - e.g. if it concerns their work - their firm's approval
 - and, if about defence, that it is unclassified in terms of the Official Secrets Act.

Note: Westland Entrants should allow at least 1 week to get their presentation/paper cleared through Company security.

6. The Branch Committee will appoint at least three Judges who will decide, using the N. E. Rowe Medal rules as a basis, the winner of the Branches Trophy and the distribution of the prize fund. A copy of the current N. E. Rowe Medal notes and rules are attached to this pack.
7. In the event of more entries than can be accommodated on one evening then Branches Committees reserve the right to pre-select those which will be presented.
8. The Branch Committee will appoint a Chairman who will:
 - introduce each lecturer giving name, qualifications, college and place of work,
 - time each lecture and report to the judges,
 - stop a lecturer if the time limit is being exceeded and will control the question period.
9. The Branch Committee may submit papers, which it considers suitable for each class of the N.E. Rowe Medal. They reserve the right to submit one other than the winning entry for the local competition. The N. E. Rowe papers will be submitted by the Branch from which the entrant is a member. If a paper is selected, five copies of the paper will be required which must be in the hands of the relevant Branch Secretary not later than 30th September.

**ROYAL AERONAUTICAL SOCIETY
YEOVIL BRANCH
LECTURE COMPETITION**



ENTRY FORM

Surname: _____ Forenames: _____

Address - Home: _____ Work: _____

Tel.No. Home: _____ Work: _____

Qualifications _____

Date of Birth: _____ RAeS Mem. Number _____
School: _____ College/ University: _____

Title of Lecture: _____

Synopsis (about 100 words): _____

I accept the rules of the competition. I have obtained all necessary approvals to present this paper.

Signed Dated

When completed, please return to:

Yeovil Branch Jonathan Hamm, Box 263, WHL, Yeovil, BA20 2YB



BASIC PRESENTATION GUIDELINES

- Face and address the whole audience at all times - make regular eye contact with the judges.
- Project your voice - speak as though you were talking to the back row.
- Remember that you are talking to a mixed audience, do not assume that they have technical knowledge of your subject area.
- Do not use complex terms, jargon or abbreviations without explaining what they mean.
- Make sure you are familiar with your visual aid devices and that they are properly set up. Do not rely on the organisers.
- Try to avoid using different visual aids, e.g. slides and viewgraph projectors. It looks good when well synchronised but is very difficult to manage in practice.
- Avoid blocking the screen when you are presenting visual material.
- Avoid complex viewgraphs or slides, the simpler the better.
- Try to use the expertise available locally to assist producing your visual material.



APPENDIX 2: N.E. ROWE MEDALS NOTES AND RULES

1. Introduction

The Award was established in 1956 by Council in honour of the valuable work done by N E Rowe when he was Chairman of the Branches Committee. The aim is to encourage the oral presentation of technical papers by younger people connected with aeronautics.

There are two annual awards available, each consisting of a Medal and a monetary grant of £100.00 (subject to review).

Many of the papers submitted each year are of a good standard but only one medal can be awarded in each of the age groups. In recognition of this, Council has agreed that a Certificate of Merit can also be granted, where warranted, to other papers submitted.

2. Eligibility

One Medal may be awarded for the best lecture given before any Branch of the Society by a member of a Branch, Group or sub-section who is under the age of 25 years (i.e. has not reached his/her 25th birthday). The other Medal may be awarded for the best lecture given before a Branch by a member who is over 25 years but less than 30 years. Ages are to be within these limits on the day the paper is first presented.

3. Procedure

The paper is first presented at a Branch or a meeting of the Graduates' and Students' Section, as appropriate. The written version of the paper should be in the hands of the local Assessors prior to this oral presentation. If considered suitable for an award, the written version should be forwarded with details of the local assessment (completed copies of Attachment 1) to the Medals and Awards Committee. The recommendations of the Branches Committee will be considered by the Medals and Awards Committee and the Council of the Society, before a final decision is announced.

If, in the judgement of the Branches Committee, the papers submitted are not of sufficient merit, then an Award may not be made. Normally it would be expected that a Branch would not submit more than one paper for each Medal in any one year. In the event of a tie at a Branch competition, ie both presentations and papers are deemed to be equal, the Committee may accept more than one paper.



4. Presentation of the Paper

The Paper is to be devoted to any aspect of aeronautics, space and associated topics. The presentation is to be completed within thirty minutes, followed by a discussion at which local adjudicators are present.

The written paper can be of a style suitable to the topic, in terms of basic layout, sub-division, figures, tables and appendices, but the oral presentation must cover all the main group without excessive compression or speed, within thirty minutes.

There should be no major amendments, deletions or additions to the paper after the oral presentation has been given. Brief appendices may be added in explanation and support of statements made in the lecture; also detailed supporting material, such as mathematical derivations of formulae which are not suitable for oral versions. A hand-written copy would be acceptable if legible.

The use of high quality information technology and desktop publishing applications is acceptable and produces a professional result. These aids are not, however, essential as it is the content of the presentation and paper that is of prime importance. Clarity and relevance are the main ingredients.

Computer driven visual aids may be used during the presentation. However, the degree to which they are employed should be gauged with care as the main adjudication criteria will be based on the presentation skills rather than the preparation skills of the candidate.

5. Method of Assessment of Oral Presentation

The following is not intended to be an exhaustive list of points to be considered, merely as a good guide.

- Introduction of the idea
- Development of the argument
- Smooth Flow
- Quality and relevance of diagrams and figures
- Spoken Delivery
- Response to questions

The actual means of local Branch evaluation and scoring is a Branch responsibility.



6. Adjudication

It will be appreciated that the final adjudication rests on the paper as read by the Branches Committee who rely on the submitting Branch Secretary for evidence of the oral presentation and those factors that make a successful live lecture. It is therefore important that the written review includes, but is not limited to, an assessment of the following.

- (i) Presentation of the case
- (ii) The Presentation - Oral
- Visual
- (iii) Originality
- (iv) Grasp of the subject
- (v) Choice of subject
- (vi) The paper in its own right.
 - a) Aeronautical relevance
 - b) Technical content
 - c) Layout
 - d) Grammar, spelling, diagrams and general readability.

"Originality" in this context does not imply a new discovery but that the paper has been put together by original effort from appropriate sources and has not previously been prepared for any other purpose.

It is essential where applicable, that proper reference is made to all other material consulted. It is not, of course, necessary to quote page numbers and similar detail in every case; the main object must be to allow the reader to find the sources used. Direct quotations must be acknowledged as such.

The diagrams used should be chosen with special care. They must be capable of being readily understood in the oral presentation of the Paper and be useful in the written document.

The Paper will not be judged pedantically for its grammar but it has to be remembered that without an adequate use of language (oral and written), reasoned argument is inhibited and the Presenter's case is weakened.

To attempt to achieve a degree of consistency between Branch Reports, Attachment 1 - "Recommended Branch Adjudication Proforma" is provided and should form the basis for reporting the results of the Branch adjudication, to the Branches Committee. Detailed marking proformas are not mandated as they may not be compatible with local Branch competition rules. However it is essential that the content of the Branch (Secretary's) Report covers adequately all of the areas on Attachment 1. Failure to provide this depth of information will render the submission inadmissible.

In assessing the Branch Submission, the Branches Committee will use a 60:40 weighting between the Branch Review of the presentation (as reported in the Proforma) and the submitted Paper.

**ROYAL AERONAUTICAL SOCIETY
YEovil BRANCH
LECTURE COMPETITION**



7. Timing

The Paper must be presented in time for the local assessment to be made and the Paper to be received by the Branches Committee not later than 15th October. No other waivers to the submission date will be considered.

The 15th October submission date allows time for the Branches Committee adjudicators to receive, read and obtain an initial assessment of the Papers for initial feedback to the November Specialist Awards Committee meeting. This provides an opportunity for the Branches Committee Adjudicators subsequently to meet and discuss their recommendations and to obtain further specialist advice as appropriate. The Branches Committee Adjudicators' Report is needed to be agreed by the end of January for onward submission to the Medals and Awards Committee for their mid-February meeting and subsequent clearance by the April Council Meeting.

8. Presentation of Awards

The Medals are presented, together with all of the Society's principal Awards on the occasion of the Sir Sydney Camm Lecture held in London, usually in June.

9. Publication

If considered suitable, the Society may, with the author's agreement, publish in one of its journals, any paper(s) submitted for the Award.



Summary of (N E Rowe) Rules

1. The Medals are to be known as the N E Rowe Medals
2. The Medal is to be awarded to the best Lecture given before any Branch of the Society by a member of a Branch, Group or sub-section, who is under 25 years old. A further Medal is to be awarded for the best Lecture given before any Branch of the Society by a member of a Branch, Group or sub-section, who is over 25 years but less than 30 years old.
3. A "Certificate of Merit" may be awarded in both age groups to recognise papers of a high standard.
4. A monetary Award of £100.00 (subject to review) will be given to the Medal Winners in each age group.
5. Ages are to be within the limits stated on the day on which the lecture is delivered.
6. The paper should not previously have been published or considered for an award. However, this does not preclude a local Branch competition and any other activity taking place concurrently with the N E Rowe Award.
7. The written paper is to be in the hands of the local Branch Assessors before the oral presentation is given.
8. The presentation, excluding discussion, is to be completed within a period of thirty minutes.
9. Three copies of each paper entered by the Branch for the Award should be submitted to the Medals and Awards Committee to arrive not later than 15th October.
10. Each entry is to be accompanied by a Report on the oral presentation, by the local Branch Assessors, including confirmation that the time limit has been achieved. The Branch Report must cover a defined range of considerations as prescribed on the recommended Proforma.
11. The entries must have been presented within the 18 months prior to the latest date for submission to the Main Society.

ROYAL AERONAUTICAL SOCIETY
YEovil BRANCH
LECTURE COMPETITION



Royal Aeronautical Society
Submission for N E Rowe Medal Award
Branch Adjudication Proforma

Branch _____
Award Age Group _____
Title _____
Author's Name _____ Date of Birth _____
Date of Presentation _____
Adjudicators
1. _____
2. _____
3. _____

ASSESSMENT

Duration of Lecture (excluding discussion) _____ minutes

Presentation of Case (adequacy of introduction, development of theme or topic, relevancy of conclusion)

Standard of Oral Presentation (spoken delivery, audibility, speed, flow)

Standard of Visual Presentation (relevance, ease of reading and assimilation)

Discussion (ability to answer questions, ability to clarify and elaborate to get the message over)

General (originality, choice of subject, relevance, technical content, grasp of subject)

Any other comments



APPENDIX 3: JUDGES' PACK

LECTURE COMPETITION SCORING SHEET

Please retain each score sheet and hand the completed sheets to one of the branch organisers at the end of the evening.

Name of Entrant:	
Title of Presentation:	

Please judge each contestant against the criteria set out below: Score (1-5)

- Introduction of the argument
- Development of the argument
- Quality and relevance of diagrams and figures
- Spoken delivery
- Originality
- Grasp of the subject
- Response to questions

Strengths to build upon/Lessons for improvement (to be provided to the entrant)

**ROYAL AERONAUTICAL SOCIETY
YEOVIL BRANCH
LECTURE COMPETITION**

