



MBAE 2008 Minority Case Competition Rules

GENERAL RULES

1. The competition is open to all invited participant schools. Universities not originally invited are free to contact the office for information on how they can participate.
2. All teams should have at least 2 underrepresented minority students. International students are allowed to participate. In addition, International students may count towards the underrepresented groups if they represent a minority group recognized in the United States.
3. All teams must designate one person as the team captain. This person will be the point of contact for all correspondence between the team and competition organizers/judges.
4. All team members must be currently enrolled MBA students and must bring their Student ID as validation. Students are not restricted by area of concentration.

PREPARATION

1. Team members may use any publicly available sources or materials (i.e. libraries, Internet etc.) when conducting their research. This includes material provided with the written case.
2. **Once the team receives the written case, coaching by faculty members, school staff, or contact with outside experts is expressly prohibited.** Each team is permitted to have one dress rehearsal presentation with their faculty advisor prior to the competition. Feedback to the team from the advisor should be restricted to the organization, format and style of presentation only. Feedback on content or strategy aspects is not permitted.

PRESENTATION

1. **All** team members **MUST** present. The advisor cannot participate in the presentation in any way. The advisor is allowed to observe his/her team only and is prohibited from exchanging tips with other advisors, or conferring with judges or staff for the duration of the competition.
2. Teams will submit their presentation on a USB stick upon arrival at registration on Thursday, October 30 or Friday, October 31. The USB stick should be clearly labeled with the team number only (teams will be given a number upon arrival) and should only include the final presentation file. USB sticks will not be returned; therefore **NO** changes can be made to the slide presentation after registration.

3. **Only** team advisors may observe their school team.
4. Presentations should consist of a PowerPoint presentation only. No infrared or remote props will be allowed. Slides must be manually advanced on the provided laptop. Teams can only bring their judges' handouts and backup transparencies into the presentation room. No notes may be used by the teams during the presentation. Teams should come prepared with 6 copies of black and white, stapled handouts of their PowerPoint presentation (3 slides per page) for the judges and the timekeeper. Handouts should be given to the judges and timekeeper prior to the start of the presentation.
5. Teams are prohibited from referring to their university affiliation in any presentation materials or in the oral presentation itself. Teams that refer to their university name in any way in their presentation materials or during their presentation will have 20 points subtracted from their score.
6. No audio will be allowed in the PowerPoint presentations.
7. Each team will be given 5 minutes prior to the start of their presentation in case of technical difficulties. If the problem is not resolved after 5 minutes, teams must use their transparencies.

COMPETITION FORMAT

1. Teams will be judged on quality of analysis, creativity and viability of recommendations, clarity of recommendations, use of case facts and data, quality and style of oral presentation, question and answer session and team participation.
2. Each team will present a 20-minute presentation and must respond to a 10-minute question and answer session with the judges.
3. PC Laptops with Microsoft PowerPoint, connected to an LCD projector will be available to each school during their presentation.
4. All competitors and advisors must wear the name badge provided in order to enter presentation and reception events.
5. The top three teams will receive their prizes in the form of a check payable after the competition. Students are responsible for completing any necessary documents, as well as providing their social security number to receive payment. All participants will receive a certificate.

Cancellation Policy: Without exception Registration Fees are forfeited should team cancellation be required. Thank you for your participation and **GOOD LUCK!**