**2018 Rocky Mountain Case Competition**

**Rules & Regulations**

The Rocky Mountain Case Competition is an oral presentation competition hosted by Colorado State University, Fort Collins as a stand-alone event. Student teams from across the state receive and analyze a business case study in advance and prepare a solution in PowerPoint format to be submitted to the Competition Manager prior to the event. This same presentation is also used onsite for oral presentation the day of the competition to a panel of judges. Teams are comprised of two to six students. Preliminary round scores determine the top two teams to compete in the final rounds, also presenting their solution to a panel of judges. Prizes will be awarded to the top team (with multiple winners if categories are utilized) once all scores are compiled.

All competition materials will be sent to and must be received by a designated team captain only, including the Case Competition [Integrity Statement](https://community.shrm.org/vlrc/viewdocument/integrity-statement?CommunityKey=3fce3c52-fe59-4917-8289-af7d8b4190a9). **The Case Competition Integrity Statement must be agreed to before the case will be provided to the team captain.** Details regarding receipt of the case study and submission of the team’s PowerPoint slides can be found within the [Team Captain Eligibility and Responsibilities](https://community.shrm.org/vlrc/viewdocument/team-captain-eligibility-responsi?CommunityKey=3fce3c52-fe59-4917-8289-af7d8b4190a9) document. Details about the formats of the submissions can be found below.
 **Virtual Preparation**

Fourteen days prior to the start of each Case Competition event (March 9), team captains will be sent the case study via email, along with a series of questions and other supporting documents and asked to have their teams analyze the case study and come up with a solution. Teams will have 7 full days to prepare their PowerPoint slides to be used for the onsite oral presentation.

 **PowerPoint Slide Formats**

**PowerPoint Slide Format**
The team will submit their PowerPoint slides to the designated state council **Competition Manager by March 16th**. These slides will be used to give its oral presentation on the day of the competition. The presentation may be no longer than fifteen minutes. A panel of judges then will ask questions they deem appropriate and judge the presentation. Fifteen additional minutes will be allotted for Q&A.

* The presentation must be submitted on the PowerPoint template supplied by competition management.
* There is no minimum or maximum number of slides required, but the presentation should be created with the time limit in mind. When preparing the presentation, teams should take care to ensure that their solution is clear and concise.
* Although teams must not display the name of their college/university anywhere on the slides, they may include the names of the team members.
* Sound effects and video clips arenot allowed in the presentation. Teams will not have access to Wi-Fi (e.g., for accessing YouTube videos) during their presentation.
* Graphics are allowed in the presentation.
* The presentation must be saved in Microsoft Office PowerPoint format and not as a PDF file. Presentations will be viewed on computers with Microsoft Office.

**What to Expect Onsite**
**Onsite Oral Presentation Rules**

* Although every team member does not need to speak during the presentation, each must be present at the front of the room and available to answer questions.
* Presenters may use notecards during the presentation.
* Teams do not need to give copies of their slide deck to the judges as they will not have time to review. Scores are based purely on the oral presentation.
* Props or displays are not allowed.

 **Referencing Your Team Onsite**

* To ensure no bias, perceived or real, teams are assigned a number and must refrain from referencing their college/university during the competition. This includes not wearing items with a university logo at any time during the event, including during onsite registration.
* Teams may share the names of their members with the judges during the oral presentation and include the names on the slide deck.

 **Onsite Oral Presentation Time Limit/Q&A**The time limit for the onsite oral presentation is 15 minutes.

* Judges will have an additional 15 minutes for Q&A.
* Time limits will be enforced by the judges.

**Presentation Room Set-Up**

* A panel of two to five judges will sit at a table in the presentation room.
* A screen will be placed at the front of the room for judges to view the team’s PowerPoint presentation.
* A podium or table with a laptop will be set up at the front of each room, facing the panel of judges.
* Team presentations will be preloaded onto the laptop prior to the start of the presentation.
* During the presentation, a team member may advance the slides manually using the laptop. Alternatively, your team may bring its own wireless mouse, antennae and batteries to advance the slides remotely. Colorado State University will not provide a wireless mouse, antennae or batteries.
* Microphones will not be available. The room will be small enough where this is not needed.
* Wi-Fi will not be provided in the presentation rooms.
* Gallery seating will be available at the back of the room for attendees otherwise not competing and chapter advisors/faculty members.

**Chapter Advisor/Faculty Member Rules**The State Student Case Competition is a student-only competition. Chapter advisors and faculty members are strictly prohibited from providing guidance or feedback from the time the case study is provided to the team captain until the completion of the onsite Case Competition event. This includes any nonverbal communication during the presentations.

**Team Check-In**

* Teams should check in at the designated time. Please refrain from wearing items with your university logo when checking in.
* All team members must be present when the team checks in onsite.
* Teams will be informed onsite during check-in of their designated presentation time.

**Preliminary Round**Up to 9 teams will be permitted to compete at the Case Competition. All preliminary round presentations will occur first. If a team is late and/or misses its designated presentation time, the team will forfeit its competition slot.

* All team members must be in attendance and visible at the front of the room during the presentation, even if they are not presenting.
* Student chapter advisors, faculty members and individual students that are not competing may sit in on the preliminary round of judging; however, competition rules prohibit viewers from providing feedback to competing students regarding the presentations they view.
* Limited seating will be available to view the oral presentations on a first-come, first-served basis.
* Those participating in the Case Competition are not allowed to sit in on any other team’s preliminary presentation.

**Final Round**The final round will be held after all scores are compiled and finalists are announced. The finalists are the top two teams who have the highest scores. Teams proceeding to the final round will not be able to make any changes to their PowerPoint presentations. However, teams will be able to change what they say for the final round.

* Teams will present in front of a panel of judges, other Case Competition teams and general attendees.
* Competition finalists will not be allowed to sit in on other teams’ presentations.
* If time permits, teams may be given a period to prepare before they present in the final round.
* A coin flip will determine which team presents first.
* Preliminary round scores are not used in the final round; scoring is based solely on the final presentation.

**Scoring**The oral presentations are scored based on the rubrics that are provided along with the case study.

* The two teams from each division with the highest point total will go on to the final round.
* The winning teams will be announced during the closing session.

**Tiebreakers**

* In case of a tie after either the preliminary round or the final round, the judges will reconvene and determine which team will move to the final round.

**Dress Code**Exhibit professionalism in appearance and demeanor (e.g., attitude, interactions with others). These factors contribute to the team’s overall score.

* Do not dress in college/university colors or wear clothing bearing any reference to your university. This applies to students and chapter advisors/faculty members during check-in and throughout the competition.
* Please remove your name badges before entering the oral presentation room.
* Business casual is accepted for the Friday night networking event, however the day of the competition, all participants and attendees are expected to wear business professional attire.

**Reminders**Work on the case study must be completed by team members only.

* Teams are expected to conduct all necessary research through publicly available resources. Use of all library resources, class textbooks and websites (such as SHRM.org) are welcome.
* Teams are prohibited from securing input or feedback from any individual who is not eligible to compete, including fellow students, student advisors or faculty. Please see [Team and Individual Eligibility Requirements](https://community.shrm.org/vlrc/viewdocument/case-competition-individual-team?CommunityKey=3fce3c52-fe59-4917-8289-af7d8b4190a9).
* Any action that violates the [SHRM Code of Ethics](file:///C%3A%5CUsers%5Cspost%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CJW1IHV01%5Cwww.shrm.org%5Cabout-shrm%5CPages%5Ccode-of-ethics.aspx), the [Case Competition Integrity Statement](https://community.shrm.org/vlrc/viewdocument/integrity-statement?CommunityKey=3fce3c52-fe59-4917-8289-af7d8b4190a9) or the rules stated here will result in immediately disqualification of the team by the Competition Manager, whose decision is final.