Case Preparation

1. Team members may use any reference sources/materials in the public domain in conducting their research. This includes all material in the written case.

2. Once the team receives the written case on Thursday, October 20, 2016, contact related to the case with anyone outside the team is expressly prohibited. The case is not to be forwarded or shared with any person outside of the team until after the final round of the competition. Team members may not receive help in preparing the case from faculty, classmates outside of the team, program alumni, outside experts, or anyone else. The team’s analysis, recommendations, and slides must represent the team members’ own work.

3. Each team is permitted to have one practice run-through with their faculty advisor prior to the competition. (This run-through will be scheduled on Thursday evening.) 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 are expected to attend and participate in the preliminary round and in the final round if the team advances to the finals (unless, due to extenuating circumstances such as illness, an exception is approved by the Robbins Institute). Only team members may participate in the presentation and the Q&A session.

2. Each team must submit a final copy of their presentation on a flash drive (to be provided by Baylor) on Thursday night, October 20, by 11 p.m. The file on the flash drive should be clearly labeled with
Competition Rules and Instructions

only the team number (to be assigned prior to the start of the competition). Each flash drive will be placed in an envelope labeled with the team’s number; the envelope will be sealed and held by the Robbins Institute until opened on Friday morning to be loaded onto the computer in the presentation room. Each team should retain a copy of their presentation for practice purposes if desired.

3. Presentations should consist of a PowerPoint presentation only. No props, notes, or audio may be used during the presentation or during the Q&A session.

4. Team member names and the team number should be included at the beginning of the PowerPoint, but teams may not reference their university, school, or program in any way during the presentation or Q&A session.

5. Faculty advisors and student observers may only observe the preliminary round of their team. Any other guests may observe the preliminary rounds as long as they are pre-registered and approved by the Robbins Institute. To pre-register guests, please contact Cherise_Ewart@baylor.edu. Audience members may not reference any team’s university, school, or program name.

6. Teams who advance to the final round may not watch the other final-round teams present. All other teams, observers, and advisors may observe the final round in its entirety.

7. No one will be admitted to the presentation rooms once a presentation is in progress. Entering or leaving the room may occur only between presentations.

8. A photo of each team (and faculty advisor and student observer, if attending) will be taken at the end of the team’s morning presentation.

Competition Format

1. All eleven (11) teams will participate in the preliminary round on Friday morning, three (3) or four (4) per room/panel. Teams will draw for their presentation times on Friday morning. The preliminary round will be scored by a three-judge panel according to a standardized scoring sheet. A copy of the scoring sheet will be included in the team packets at launch. The highest-scoring team in each panel will advance to the final round Friday afternoon.

2. The preliminary round will consist of a 20-minute presentation and a 10-minute Q&A session with the judges. The timekeeper in attendance will alert the team at 18 minutes into the presentation and at 8 minutes into the Q&A by displaying a sign with “2 minutes” on it.

3. The final round will also consist of a 20-minute presentation and a 10-minute Q&A. Final-round teams will use the same PowerPoint as was used in the preliminary round. All 9 judges from the preliminary rounds will sit on the judging panel for the final round. Preliminary round scores do not carry forward to the final round.

4. If there is a tie in either round, the judges will choose the winner by majority vote.

5. PCs loaded with Microsoft Office 2013 connected to an LCD projector, along with a slide advance/clicker, will be available in each room for the presentations. Each team’s PowerPoint file,
Competition Rules and Instructions

which was submitted on Thursday night, will be loaded on the PC in the presentation room. Each team’s flash drive containing the PowerPoint file will also be on hand. Each team is asked to bring to the presentation room one laptop and one flash drive containing a copy of the PowerPoint file as a back-up.

6. All competition participants and guests must wear a name badge (which will be provided) at all times in order to enter presentation rooms and to attend other events throughout the competition.

Awards

<table>
<thead>
<tr>
<th>First Place</th>
<th>$12,000 total award</th>
<th>$3,000 awarded to each team member and $3,000 to the program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Place</td>
<td>$8,000 total award</td>
<td>$2,000 awarded to each team member and $2,000 to the program</td>
</tr>
<tr>
<td>Third Place</td>
<td>$4,000 total award</td>
<td>$1,000 awarded to each team member and $1,000 to the program</td>
</tr>
<tr>
<td>Best Presenters</td>
<td>$1,500 total award</td>
<td>$500 awarded to best presenter from each of the three preliminary round panels</td>
</tr>
<tr>
<td>Best Q&amp;A</td>
<td>$1,500 total award</td>
<td>$500 awarded for best Q&amp;A from each of the three preliminary round panels</td>
</tr>
</tbody>
</table>

All awards will be announced during the awards ceremony Friday afternoon at 3:00 p.m. All award payments will be made by check after the competition and will be sent to the faculty advisors to distribute to the winners. Team members must complete W-9 forms to be eligible to win cash prizes. Programs must also submit W-9 forms to be eligible to receive the program prize money. Winners who are not United States citizens must complete W-8BEN forms and will be subject to tax withholdings on the prize money. Links to the appropriate forms will be provided to the teams in advance. The completed forms will be collected at the Thursday morning launch.

Guidelines for Student Team Members

1. Each team will consist of three members.

2. Each team member must be a current student of a full-time, CAHME-accredited program (not an executive program); the student may be at any stage of the program—didactic or residency—but must not have graduated from the program at the time of participation.

3. Teams will arrive in Waco on Wednesday, receive the case on Thursday morning, and work throughout the day on Thursday to prepare the case; time will be provided on Thursday evening for a practice run-through in one of the presentation rooms.

4. After receiving the case, team members may not receive help in preparing the case from faculty, classmates outside of the team, program alumni, outside experts, or anyone else. The team’s analysis,
Competition Rules and Instructions

recommendations, and slides must represent the team members’ own work. More detailed rules and instructions will be provided at a later date.

5. Teams will present to the judges on Friday morning, in the preliminary round, with the finalists presenting in the final round on Friday afternoon.

Guidelines for Student Observers

1. One student observer who is not on the competition team may attend the competition.

2. The student observer must meet the same qualifications as the team members.

3. The intended role of the student observer is to allow a first-year student to experience the competition process and take back valuable information, insight and advice that will be beneficial to the next year’s team. The observer will be allowed to spend Thursday with the team, listening and observing throughout the preparation of the case but will not participate in or contribute to the team’s work.

4. The student observer may be present and may provide feedback during the Thursday evening practice run-through. This feedback should be restricted to the organization, format and style of presentation only; the observer may not provide feedback on content or strategy or any information from any possible research that the observer has done on the case throughout the day.

5. The student observer may attend his or her program’s team presentation in the preliminary round on Friday morning but may not attend other teams’ presentations. The observer may attend all of the final round presentations, with the stipulation that, if the observer’s team advances to the final round, the observer may not communicate with his or her team until the final round is completed.

6. Any expenses incurred by the student observer (including airfare, rental car, lodging, and meals other than those provided by Baylor) are to be covered by the sending program.

Guidelines for Faculty Advisors

1. A faculty advisor from each program is invited to accompany the team.

2. Once the team receives the case on Thursday morning, the advisor is not to interact with the team about the case until after the team’s final presentation on Friday (except for the allowed feedback after the Thursday evening run-through; see below).

3. The Robbins Institute as the host organization will provide optional activities for the faculty advisors during the day on Thursday; these may include a campus tour and recommendations for places to visit on or near campus.

4. Time will be provided on Thursday evening for the teams to do a practice run-through in one of the presentation rooms. The advisor may be present and may provide feedback during the run-through. This feedback should be restricted to the organization, format and style of presentation only; the
Competition Rules and Instructions

advisor may not provide feedback on content or strategy or any information or knowledge that the advisor may have relative to the case.

5. The faculty advisor may attend his or her program’s team presentation in the preliminary round on Friday morning but may not attend other teams’ presentations. The advisor may attend all of the final round presentations, with the stipulation that, if the advisor’s team advances to the final round, the advisor may not communicate with his or her team until the final round is completed.

6. Any expenses incurred by the faculty advisor (including airfare, rental car, lodging, and meals other than those provided by Baylor) are to be covered by the sending program.