2013 NHRMA Case Competition Rules and Regulations

Code of Conduct

NHRMA will award the winning team with the following:

* Free registration for its four team members (SHRM student rate in effect as of April 30) and its Chapter Advisor (SHRM advisor rate in effect as of April 30) to this year’s SHRM conference.
* Reasonable expenses to the conference for the four team members and advisor. Reasonable expenses and deadlines will be outlined in a separate document.

To ensure a fair competition among participating teams, team members agree to abide by this Code of Conduct:

1. All team members must be SHRM student members as of April 15, 2012
2. Students will work with their team members to provide the best possible responses to the Case Competition questions
3. During both the written and the oral presentation no reference is to be made to the team’s university. This includes, but is not limited to, clothing, university name, advisor name, city location, etc. Most of the judges know many of the universities and advisors well; they should not be able to identify the team. Violation of this rule may, at the discretion of the judges, lead to disqualification of the team.
4. Dress and decorum: Dress is business formal for the presentation.
5. Teams will be provided a planning room with wireless internet access. They will have access to their room ten minutes prior to their scheduled starting time, and can begin setting up their equipment at this time. Depending on the facility, these rooms may be cubicles in a larger space; that is, other teams might be able to hear their deliberations. If there is more information about the nature of the planning room, teams will be informed as soon as possible.
6. Teams must provide their own laptops/I-Pads, etc. A maximum of four laptops/I-Pads, etc. with internet accessibility is permitted. Cell phones with internet accessibility will be permitted for use as a wireless hotspot, etc., however absolutely no phone calls or text messages in or out will be allowed. Cell phones must stay out on a table and visible to room monitors at all times and will not be allowed on bathroom breaks.
7. Teams may use any reference source or material in the public domain. This includes their university library, host library and any other Internet materials they deem necessary. Pay for subscription services such as LexisNexis are allowed.
8. No human input (outside of the four person team) is allowed. This includes (but is not necessarily limited to) input from the room monitors, faculty, coaches, advisors, third-party consultants and other students.

1. The use of e-mails, text messaging and cell phones is strictly prohibited. This prohibition remains in effect while team members take breaks. Breaks will be provided on an as-needed basis. Mobile phones must be left with Room Monitor during bathroom breaks.
2. Teams are permitted to use whatever support equipment they believe to be useful and can bring themselves. This includes projectors, printers, small whiteboards, books etc. Teams should be aware that no support staff will help them with their technology, and that their room may be small, perhaps with limited space and electrical outlets.
3. Each team must bring at two flash drives to the competition. Make sure the flash drives are marked on the outside with your name or team number. The flash drive(s) will be used for both the written report and oral presentation.

* One flash drive will be given to Robin (425-516-8883) to pick up 15 minutes before your cutoff time and taken to make copies for you.
* The PowerPoint presentation will be printed 4 screens to a page. Your written report will be printed as it appears. One copy will be given to each team.
* The room monitor will take the 2nd USB to the presentation room along with the members.
* Once you have delivered your presentation, be sure to pick up your USB.
* It is recommended you do all your original work on the hard drive of a computer and then save to the USBs for both version control and backup purposes.

1. Snacks during the building of your case and dinner Friday night will be provided.

Other competition logistics:

* Each team will receive one copy each of the case in the workroom when time begins.

* In a four hour planning/preparation period, the team will prepare both a written and an oral presentation, responding to questions presented in the case.
* Teams will receive the scoring framework upon which their presentations will be evaluated. The oral presentation is worth 60% of the total; the written presentation is worth 40% of the total.
* At the appointed time, each team will move from its planning room to a presentation room. The presentation room will have a computer and a projector that the team may use for its presentation. Teams will not use their own computers in the presentation room. The presentation room computer will be equipped with Microsoft PowerPoint, Word, and Excel.
* Five minutes prior to the end of the four hour prep time, the team will need to e-mail their written report to [jennifer.schwope@avanade.com](mailto:jennifer.schwope@avanade.com) and their Chapter Advisor and cc: [jennschwope@hotmail.com](mailto:jennschwope@hotmail.com) with the subject line “NHRMA Case Competition, Team # (insert team number here). At this time, your Room Monitor will collect one flash drive from the team with the team’s presentation. The Room Monitor will insert the flash drive into the computer in the presentation room. The team will then be ready to present its oral report.
* At the conclusion of the presentation, the team will retrieve its flash drive.
* The winning team will be announced at lunch on Saturday and will also give their presentation at that time.
* In the event of a tie, the bottom scores on both the written report and oral presentation will be thrown out and the highest remaining total combined score will win the competition. If the teams remain tied after this, the team with the highest remaining score on the oral presentation will win.
* Please note that rules are subject to change at the discretion of NHRMA College Relations Director and Board of Directors. Final rules will be distributed to participating teams in packets distributed at competition.