**Instructions for Room Monitors**

* Ensure rules of competition are being followed (attached)
* Cell phones must be visible at all times
* Students can have no outside contact
* Monitor their breaks to ensure rules are still being followed (runners can escort them to bathroom, but mobile devices must stay behind).
* Room monitor can read or work on laptop
* Give them a ten minute warning before the end of the four hour period
* Team must e-mail written report to [jennifer.schwope@avanade.com](mailto:jennifer.schwope@avanade.com) as well as your advisor and cc: [jennschwope@hotmail.com](mailto:jennschwope@hotmail.com). The subject line of the e-mail should be “NHRMA Case Competition, Team #(insert team number here)”.
* Collect their flash drive at the five minute mark **after** they have e-mailed written report to Jenn Schwope.
* Take the flash drive and insert in presentation computer in presentation room
* Direct any questions you have to Jenn Schwope (425) 208-2239