



SIPA Global Public Policy Case Competition 2009 Rules and Guidelines

ELIGIBILITY AND APPLICATION PROCESS

- All competitors must be currently enrolled full-time in one of the School of International and Public Affairs graduate programs.
- Individuals must apply for participation individually. The organizing committee will place each accepted individual into team of three. There is to be no bargaining or exchanging of the team without the express approval of the organizing committee.
- Each competitor must submit a resume to the organizing committee approximately one week prior to the competition date for submission to the panel of judges.
- Each competitor must submit a \$30 entrance fee to secure their position in the competition by Friday, March 6, 2009. Failure to do so will relinquish their spot and a wait-listed competitor will be offered their position.

CASE PREPARATION

- All competitors must remain in Uris Hall for the duration of the case preparation period.

Laptop Computers

- Each team is expected to bring minimum one laptop and a clean USB key, to be used by the team for case analysis purposes.
- Multiple laptops are not required but permitted for use during the case preparation, and it is the team's responsibilities to provide all related peripherals and accessories (eg. power cord, mouse).
- All laptops must be equipped with Microsoft Office software, which includes Excel and PowerPoint.
- Laptops and USB keys will be picked up by a Committee Organizer ten minutes prior to the presentation time.
- Each team must provide a USB key for backing up the presentation. Please ensure that you periodically save any files that you are working on in the event of computer failure.

PowerPoint

- All competitors must use the template provided for their presentations and may not alter the colour scheme or layout of the template in any way.
- There is no limit to the number of slides that may be used.
- Competitors are limited to the use of Times New Roman or Arial font;
- However, competitors may make cosmetic changes to their text, such as font size, font colour, and the use of bold, italics, and underlining.
- Animation of any sort is not permitted.
- Data may be inserted from Microsoft Excel.
- The use of pictures, clip art, video clips or sound clips is not permitted.
- Competitors are permitted to use the Drawing toolbar to create shapes i.e. circles, lines, boxes, text boxes, arrows, etc., (found in the View menu, under Toolbars) and Smart Art features.
- Teams must save their presentation as their team number. The last names of presenters, as well as the name of their University are not to be seen anywhere in the presentation.

Calculators

- All non-programmable calculators are allowed. Any types of programmable or graphing calculators are not permitted. Financial calculators may be used.

CASE PRESENTATION

- The presentation may not exceed 20 minutes in length.

PRIVACY.

By participating in the Competition, each Participant authorizes the Host to collect, use, process, transfer, and store all data and provided by Participant, including without limitation, personal data, to the United States, or any location(s) throughout the world that the Host deems necessary, whether within Entrant's country of residence or elsewhere, and with such party(ies) as the Host deems appropriate, for purposes of administration of the Contest. All information submitted to the Host as part of this Contest will be treated in accordance with the Host's privacy statements. Personal information will be used only to: (a) provide information about the Competition; and/or (b) contact and publicize the Competition, Participants, and potential winners. Entrants have the right to withdraw and correct their personal data.