

PITT BUSINESS ANALYTICS CASE COMPETITION RULES AND REGULATIONS

1) Eligibility: Teams of three (3) – five (5) members are invited to apply to the competition from U.S. business schools. Each team member must meet the following requirements:

- Either a major or cumulative GPA of 3.0 or higher
- Enrolled in an undergraduate business program

2) Format: This competition consists of three rounds. The preliminary round requires teams to submit by the designated deadline a written analysis of case materials that will be made available by the planning team. Based on the evaluation of judges for the preliminary round, eight teams will be selected to participate in the semi-final round of the competition, which takes place at the Dick's Sporting Goods Store Support Center. One of the semi-final round spots is reserved for a team from the University of Pittsburgh, while the remaining teams interested in competing from external universities will compete for the remaining seven spots. The qualification process for both the University of Pittsburgh and external university teams will be identical. The details on the semifinal and final round of the competition apply to all eight teams. The semi-rounds involve a presentation by each team that will be judged on sight by a team Dick's Sporting Goods corporate judges. Based on the evaluation of judges, four teams will be selected to advance to the final round of competition, which will involve a second presentation to be evaluated by a separate panel of Dick's Sporting Goods corporate judges. Based on the judges' evaluation the first place will be awarded \$3,000, second place will receive \$2,000, and third place will receive \$1,000. Teams that do not advance will be permitted to participate in a special wild card round and the winning team will be awarded \$500.

3) Preliminary Round: All external teams participating in the preliminary round must submit a copy of each team member's resume, a cover letter (one per team) explaining the reason for participation in the competition by the designated deadline, and their along with the solutions to the preliminary case. An evaluation of the preliminary case and background for each team will be conducted by faculty and various content experts. Submissions and process must adhere to the following requirements:

1. The response to this case will be written with 1 page maximum. Documents should be submitted as a .pdf file to ensure accessibility and proper formatting.
2. Only members of the team may work on this preliminary case.
3. Teams may not consult faculty, advisors, or other students.
4. The submitted responses will be evaluated by a team of judges under the directions of Pitt Business Career Development Office, where they will choose the top eight submissions based on a set of predetermined criteria.
5. Judges will have no affiliation with any of the participating student teams.

PITT BUSINESS ANALYTICS CASE COMPETITION RULES AND REGULATIONS

6. In an effort to have as many different institutions involved as possible we will refrain from selecting two teams from the same university to advance to the semi-final round to be held in Pittsburgh.
7. The top eight teams advancing to semi-finals will be from different universities.
8. The ninth and tenth ranked submissions will receive an honorable mention notification and may compete in the semifinals in the case of a dropout or disqualification of a team in the top eight.

4) Team Member Replacement/Substitution: In the case that a team member is unable to continue participation in successive rounds of the Pitt Business Analytics Case Competition, even after making contributions to their team's case, they may be replaced by a member of the same organization that adheres to the rules and regulations that are described in this document. If this situation arises, this request must be approved by the student planning team of League of Emerging Professionals (LEAP).

5) Semi-final and Final Rounds: Each team with an intention to participate in the competition will be required to submit a one-time fee of \$100. This fee must be post-marked by the designated deadline with the check payable to The University of Pittsburgh. This registration fee is non-refundable for any reason. Please include Pitt Business Analytics Case Competition Registration on the memo section of the check. Please send the check to:

Pitt Business Career Development
University of Pittsburgh
210 S. Bouquet Street
2111 Sennott Square
Pittsburgh, PA 15260
Attn: Chris Reye

We will notify your team contact when the registration fee is received. At this time we will provide your team with a more detailed description of the agenda for the event, dates, times, and accommodations which will be included in an email. The semi-final round case will be distributed two (2) weeks prior to the competition. Each team will create a presentation strategically outlining key points to their proposed solution in the form of a PowerPoint presentation. The actual presentation will be delivered in front of a panel of judges at the Dick's Sporting Goods Store Support Center on the designated date for the competition.

Judging: Competition judges will observe and score the quality of student teams' responses to each of the challenges and the final top four teams' presentations. Judges will evaluate the performance of the participants according to the standards and criteria provided. (See sample Judge's Score Sheet attached.) All decisions by judges are final and not subject to critique, challenge or reconsideration under any circumstances. Participants are not allowed to approach judges to solicit feedback or comments outside of what is provided by the competition process under any circumstances. Violation of this rule could result in being disqualified from the competition. A judge may abstain from input or voting on a team or otherwise disqualify himself or herself if he or she feels his or her participation in the round of competition reflects a conflict of interest due to prior relationship (e.g., employment,

PITT BUSINESS ANALYTICS CASE COMPETITION RULES AND REGULATIONS

academic, familial) with individual teams members or if participation will create an appearance of impropriety.

6) Guidelines for the presentations: Rules for presentations apply to both semi-final and final rounds of the competition. The use of animations, clip art, videos, sound, and images in all presentations is prohibited. Only text, graphs, and financial tables will be allowed. Violation of this rule may result in a disqualification. We will classify images as a picture or clipart, also any charts/graphs/metrics that are NOT made by the team themselves. Meaning that you cannot find a chart on the Internet and insert it into your presentation, even with proper citation. If your team would decide to make their own chart/graph/table/metric etc. with the use of PowerPoint flow chart symbols, and with YOUR OWN DATA, this would be acceptable. Concerning animation, teams are not to use animations within the PowerPoint (this would include any minor animations with a chart or diagram to show a flow of data).

Teams will be expected to adhere to a strict, 25-minute time limit which includes judges' questions. No additional time will be allowed. The presentation should be a unique submission that is constructed by each team's members only. The rules of academic integrity apply, meaning that plagiarism, consulting faculty assistance, and theft of other team's ideas will not be tolerated. (The University of Pittsburgh's plagiarism policy is available at <http://www.cfo.pitt.edu/policies/policy/02/02-03-02.html>).

Teams will be evaluated according to a predetermined rubric. The rubric will emphasize solid content, outstanding analysis, and high quality presentations. The judges' decisions on all presentations and submissions are final. Competing teams or their faculty advisors cannot be present for other teams' presentations. Teams will present in a randomly selected order.

7) Team Advancement: The top four teams that will be advancing to the final round will be announced at lunch on Friday. The final four teams will deliver their presentations and proceed to the awards ceremony where the winner of the competition will be announced. The prize money will be given in the form of a check within sixty (60) days of the competition.

8) Timekeeping: Each round will take place under a designated time period. Student teams will only have the designated time to complete and submit responses to the challenges. Failure to submit responses or arrive to the designated location on time will result in elimination from the competition. Volunteers will be onsite and serve the role of timekeepers. Decisions by the timekeepers and/or judges with respect to elapsed times are final and non-reviewable.

9) Violation of Rules: Any violation of these rules either intentionally or unintentionally will result in an appropriate sanction that includes assessment of a penalty, disqualification from the competition and/or the return of prize money. The imposition of sanctions is within the sole discretion of competition judges and is not subject to discussion, debate or challenge. Student teams are required to sign an acknowledgement and commitment to abide by all competition rules prior to the beginning of the competition.

10) Issues & Complaints: Prior to the semi-final round of competition, please direct all issues, questions, and complaints to Chris Reye, Assistant Director of Career Development, at the following email address:

PITT BUSINESS ANALYTICS CASE COMPETITION RULES AND REGULATIONS

chr59@business.pitt.edu. Any issues that may arise during competition at the Dick's Sporting Goods Store Support Center will be directed to planning team leaders that will be designated during the competition orientation. These team members will work to the best of their ability to handle the issue and if need be will direct the issue to the directors of the competition. If these questions or issues cannot be resolved they will be deferred to the faculty member serving as the competition ethics officer, whose decisions are final. In the event of a rules violation your team will be disqualified from the competition. Any appeals to this decision will follow the same chain of command as above.

11) Compliance Information: Prior to the start of the competition, all participants are required to read and sign: a) compliance with rules and code of conduct agreement; b) release of information form for media and videotaping purposes. Questions about the rules and participation in this competition should be directed to:

Pitt Business Career Development
University of Pittsburgh
210 S. Bouquet Street
2600 Sennott Square
Pittsburgh, PA 15260

Signed,

I have read the rules and regulations for the Pitt Business Analytics Competition. By my signature below, I agree to comply and adhere to all of the rules, regulations and procedures outlined herein.

Name: _____

School: _____

Date: _____