



# *Frequently Asked Questions (FAQ's) for Student Case Competition*

## 1. **Who is eligible to compete?**

Students (both undergraduate and graduate) of Supply Chain, Operations Management or related fields who are taking at least 6 units per semester and are NOT working full-time, are eligible to participate. If your school is located in Southern California (San Luis Obispo area or further south), Arizona, Southern Nevada, or Northern Mexico (Mexicali, Tijuana, or Ambos Nogales areas), then you are within the geographical boundaries of the Southwest District. There are registration fees involved for each team. This is to ensure that all teams are serious and will show for the competition. As prizes are awarded to **all** teams, the registration fees are recouped at the time of the competition (see question 3, "minimum cash award"). There is a \$250 fee for your in-district team to register in the competition. If your school is outside of our geographical area each team must submit a \$500 registration fee to participate in the competition. See also questions 11 and 12 if your school is located outside of the Southwest District boundaries.

## 2. **How will the judging work for this competition?**

Each year there is some reformatting of the case competition based on feedback from students, judges and APICS Professionals. The case will be given to each team at **9 a.m. on Friday morning**. Only team members who are present at 9 a.m. on Friday morning for the case will be allowed to work on the case. Teams will work on the case during the day on Friday, and will turn in a 2 page Executive Summary, and a PowerPoint presentation at 6 p.m. on Friday evening. Preliminary judging and oral presentations will be made on Friday evening at 8 p.m., and the top teams will then present to all the APICS Professionals on Sat. morning for final judging. Winners will be announced after lunch on Saturday. Students are free to leave the competition after the announcement of the winners on Saturday afternoon, following lunch which should be completed by 2 p.m. **Please make any flight arrangements leaving after 3 p.m. on Saturday to ensure adequate time to make your flight.**

## 3. **What prizes will be awarded for this competition?**

All teams will receive a Certificate and Gold, Silver, or Bronze Medallion for their participation and winning place. All teams will receive a **cash** award based on a split of the total contributions received to fund the competition to be shared among the team members. 1<sup>st</sup> place for Graduate and 1<sup>st</sup> place for Undergraduate winning teams will receive a larger share of the split, 2<sup>nd</sup> place will be less than 1<sup>st</sup> place but **all** teams will receive a minimum cash award of \$500 for participating. Undergraduate 1<sup>st</sup> place winners will also receive financial support from the Southwest District to participate in the Scholars Program at this year's APICS International Conference (See APICS International Conference dates in question 13).

## 4. **Can our school compete as a team, or will we be split up among several teams?**

We expect schools to send teams of students. Team sizes can be from 2 to 6 students. However, optimal size is 4 students (in case you are the winner) since only 4 will be eligible to attend this year's APICS International Conference (See APICS International Conference dates in question 13.). Teams should be made up of either graduate or undergraduate students, not a mixture. We will hold a separate judging for graduate and undergraduate teams, although all will receive the same Case Study. In the event that a team has only one member show, then that student will be combined with another team of less than 6 students to make up a team.

5. **What if one of the team members is under 21 years of age? Can they still participate?**

Yes, we will allow students who are under 21 to participate. Minimum age requirement is 18 years of age. The Southwest District hosts a hospitality suite on Friday night that students and professionals are invited to attend. We were however, initially concerned about having under-age students due to the liability of serving alcohol. Therefore, we will check student ID's and only those students who are 21 or over will be allowed to be served alcoholic beverages. Others will be limited to the non-alcoholic beverages. Remember, we expect **all** attendees to behave in a professional manner during the entire course of the district meeting and competition.

6. **What if I graduate before the APICS International Conference is held? Will I still be able to participate as a Scholar in the APICS International Conference if I am on the winning Undergraduate team?**

Yes, APICS will allow you to participate as a Scholar, only if you are a member of the winning Undergraduate team **and** you are a student member of APICS. You will be provided with full instructions on how to register for this conference if you are a member of the winning Undergraduate team. For any questions, contact Jennifer Howe at APICS headquarters.

7. **Can I participate in the District Case Competition if I am not a member of APICS or an APICS student chapter?**

Yes. Because our district has fewer student members than we would like, we will open up the competition to **all** students of Operations Management. Our hope is that you will like what you see about APICS and see the value of joining either the parent or student chapter in your area at some time in the near future. However, to participate in the APICS International Conference as a Scholar (if you are on the winning team), you will need to join APICS as a Student member. We will have all the information available for you at the meeting.

8. **How do I register for the Student Case competition?**

There are three steps:

- (1) Go to <http://apicssouthwest.org/student-case.htm> and fill out the "Intent to Register" form. That will result in your school/team being assigned a team number. When you receive the team number,
- (2) each team member should go to the site and fill out their own "Student Registration" form. In that form you will need to provide your contact information and the name/contact for your school advisor or professor and,
- (3) Make sure your team registration fee is received by the registration deadline found in question 13. The form to mail your registration fee is called "Team & Registration Instructions" and can be found at the Southwest District website at <http://apicssouthwest.org/student-case.htm>. Contact your local Operations Management professor or nearest APICS chapter for more information or e-mail Barry Solomon at: [solombar@cox.net](mailto:solombar@cox.net) or Ellen Kane at: [ek@theacagroup.com](mailto:ek@theacagroup.com) for specific questions.

9. **Why do I need to supply my own hotel room?**

Since APICS does not know your preferences for hotel rooms, we cannot provide them. However, we will allow you to use the APICS discount when registering for rooms. Your school/team can decide how many rooms you need and for what dates. At a minimum, your team will need a room on Friday night. If you are coming from "out of town" to the competition, you may also need a room for Thursday evening, so you can be ready to receive the case on Friday morning at 9 a.m. **To qualify for the APICS rate, hotel rooms should be reserved no later than the date shown in**

**question 13. If your plans change, you can cancel the hotel room 3 days before the event and not be charged for the room.**

**10. What will be my expenses to participate in the District Competition in February?**

You will need to provide your own hotel and transportation to/from the competition (for location & dates see question 13). **Be sure to arrive no later than 9 a.m. on Friday.** We will provide some refreshments on Friday but no breakfast. We will provide a light lunch. We will have a hospitality suite with some finger foods for Friday evening before the presentations. There will be some food and beverages provided but not a complete dinner. We will also provide a continental breakfast on Saturday morning and a full lunch on Saturday afternoon. You may plan to leave the competition by 2 p.m. on Saturday if you wish. Your hotel room expenses will be your own and we encourage you to solicit support from your local APICS chapter and/or your school. Case study resources (computer, books, flash drive, etc.) are your responsibility but we will provide a printer for your case study solution. Internet access is provided by the hotel.

**11. Why is there a higher team registration fee for teams from outside the Southwest District area?**

Prize money and expenses for this case competition are made from donations by the chapters and members of the Southwest District. It is hoped that other APICS districts will see the value in this type of student activity and develop their own case competitions, but because of the huge increase in attendance last year, we are concerned that we will not have enough donations to cover costs for all students. Please talk with your local APICS chapter, student advisor or local businesses for possible sources for the team fee.

**12. How do I submit my registration fee for my school?**

Use the Southwest District SCC Team Registration Payment Form found in the Team & Registration Instructions document, found at <http://apicssouthwest.org/student-case.htm>. Follow all instructions carefully and submit your fee by the deadline.

**13. What are the important dates, locations, and contacts related to this competition?**

- The Southwest District meeting for **2011** is to be held in **San Diego, CA** on **Feb. 11-12, 2011**. The hotel has not yet been secured, but as soon as it is, we will update this document and the web site.
- The **deadline for your team registration** (see question 8) is **Jan 31, 2011**. URL: <http://apicssouthwest.org/student-case.htm>. All names of students and your registration fee must be received by this date.
- The **last date to reserve your hotel** room is **Jan. 21, 2011**. (See question 9) The hotel is as yet unconfirmed.
- The **2011 APICS International Conference** is to be held in the **fall of 2011 in Pittsburgh, PA**. By the time of the competition, we will know the exact dates that the Undergrad winners will have the opportunity to attend.
- The **primary contacts** for general information are your local Operations Management professor or nearest APICS chapter. For specific questions, e-mail Barry Solomon at: [solombar@cox.net](mailto:solombar@cox.net) or Ellen Kane at: [ek@theacagroup.com](mailto:ek@theacagroup.com).

**14. If I still have questions, how can I get them answered?**

Contact Barry Solomon at: [solombar@cox.net](mailto:solombar@cox.net) or at 702 324-1729 or Ellen Kane at: [ek@theacagroup.com](mailto:ek@theacagroup.com) or at 818 999-4877. We will be glad to answer them for you.