



NIBS WORLDWIDE CASE COMPETITION



UNIVERSITY
of Prince Edward
ISLAND

The World's Leading International Business Case Competition

Do you have strong interpersonal and organizational skills?
Enjoy meeting new people and learning about other cultures?
Looking to get involved and gain volunteer experience?

If so, we're looking for YOU.

Call for Volunteers

The World's Leading International Business Case Competition

UPEI's Faculty of Business is hosting the [Network for International Business Schools \(NIBS\) Worldwide Case Competition](#) in 2019. During UPEI's reading week, Feb. 17-22, we will be bringing 16 schools from all over the world to compete at this world class case competition.

The tournament will unfold over the course of a week. Things will kick off with an opening ceremony and reception on Sunday, featuring a warm welcome from representatives from UPEI and provincial government dignitaries. Matches will start on Monday, with the round-robin phase continuing through Wednesday morning, followed by the quarter-final matches on Wednesday afternoon. Semi-finals and finals will take place on Friday, leading into the Gala Banquet on Friday evening, where the identity of the winning team will be revealed (schedules in Exhibits A and B). During each match, students have either three or four hours to prepare a solution to a business case. The deliverable is a 20-minute presentation, followed by 10 minutes of Q&A.

Schools from the following countries will be competing:

- Avans University of Applied Sciences (Netherlands)
- Bishop's University (Canada)
- Concordia University (Canada)
- Dublin Institute of Technology College of Business (Ireland)
- Haute Ecole EPHEC (Belgium)
- Heilbronn University (Germany)
- Inter American University of Puerto Rico, Metropolitan Campus (Puerto Rico)
- International Business Academy (IBA) (Denmark)
- London South Bank University (United Kingdom)
- Rotterdam University of Applied Sciences (Netherlands)
- Southeast Missouri State University (United States)
- St. Mary's University (United States)
- UC Leuven-Limburg (Belgium)
- Universidad del Istmo (Guatemala)
- University of Guelph-Humber (Canada)
- University of Prince Edward Island, (Canada)

What types of volunteer positions are available?

There are many ways to volunteer, with each option offering a different level of commitment. Most of the positions are active from Monday, Feb. 18 to Wednesday, Feb. 20, with a few needed on Friday, Feb, 22. If you are interested in volunteering for all three days, that is perfect! If you aren't able to commit to the full time, there may be possibilities to participate just for one or two days. There is a schedule of events in Exhibit A and an example of a preparation and presentation schedule in Exhibit B.

Preparation Room Monitor

- Each team will have a designated preparation room where they solve their cases throughout the competition week.
- Monitors will begin in the morning by setting up the case preparation rooms and ensuring that each room is equipped with supplies (2 functioning laptop computers, paper, pens, a clean chalkboard with chalk etc.).
- Teams will be escorted to the case preparation rooms by their ambassadors, who will make sure their teams have everything they need.
- During the teams' case resolution you will be responsible for monitoring 1 to 2 rooms and for ensuring participants only leave to use the washroom or water fountain. You will have to escort competitors to the water fountain or washroom, and ensure that your room is being covered by another prep room monitor while doing so.
- Ensure lunch is delivered by the catering team and ready for distribution when teams need it.
- Monitor participants for any unauthorized or unusual behaviour and be able to contact the appropriate member of the Organizing Committee to report.
- You will be responsible for collecting the laptops in each room you are monitoring at the end of the day and ensuring they are returned to the specified secure location (to be announced closer to the competition date).
- You can do school work or read while you are working, as long as you are aware and able to perform your monitoring duties.

What types of volunteer positions are available?

Presentation Room Monitor

- Each division will have four teams presenting their solutions to a panel of judges. The job of the room monitor is to ensure this process runs smoothly.
- You will arrive 40 minutes prior to the start of the first case presentations
- You will prepare the case presentation room as follows:
 - Ensure all technology is in working order (Projector, computer, clicker, etc.)
 - Provide a jug of water and glasses for each of the judges
 - Ensure the judges have the necessary judging papers (to be provided to you)
 - Timers for the time keepers
 - Signs for the time keepers are in the room: 10 minutes, 5 minutes, 3 minute, 1 minute
- The teams will be escorted from the case preparation room to the case presentation room by their ambassadors
- During the case, you will watch the presentation and are to act as assistants to the judges. Any concerns from judges are to be communicated directly to the Organizing Committee at an appropriate break in the competition
- You are responsible for ensuring the technology in the room runs smoothly throughout the presentations. If there are any tech problems contact the IT person on site.

What types of volunteer positions are available?

Time Keeper

- The time keeper is in charge of making sure the presentations and question periods stay within their designated time limits.
- You will have a stop watch to time the presentations and question periods (20 and 10 minutes respectively)
- You will receive signs with the following numbers: 10 minutes, 5 minutes, 3 minutes, 1 minute. At the appropriate times, you will indicate the time left remaining with the signs provided
- You will stop the presentation at 20 minutes and the Q&A at 10, whether the team is done speaking or not (you'll have to be assertive and stop them no matter what!)
- You are responsible for collecting judges scores and delivering them to the Organizing Committee after each presentation

Lounge Monitor

- You will be monitoring the coaches'/participants'/judges' lounge
- You will be the point of first contact for most of the coaches/judges so you will need to be familiar with the rooms we are using on campus as well as the events taking place in the evenings.
- Ensure rooms are cleaned regularly and that food looks good and is refreshed (if there is an issue with food please contact the Organizing Committee).
- You are responsible for collecting all participant cell phones and other tech devices as participants arrive in the morning. Boxes for collection will be provided for each team.
- You are responsible for the safety of their personal items so ensure that no unauthorized individuals are able to enter that room.

So... what's in it for you?

Being a volunteer is a great way to get a first-hand view of what case competitions are like, and will help you decide if you'd like to be involved in the case program at UPEI.

It's a great volunteer experience –and looks great on a resume too!

NIBS provides a really fun atmosphere and you will make new friendships with people from all over the world. Opportunities to couch surf, anyone?? It's also a great way to cultivate community and make new friends within the UPEI Faculty of Business.

You'll get free lunch Monday to Wednesday, and potentially Friday if you are selected to represent UPEI in the semi and final rounds.

This is a good way to support your school and get involved. It will give you the chance to meet faculty members, business people, and government officials who will be on the Organizing Committee or acting as judges. Great for networking!

If you volunteer for three days or more, you will be invited to attend the after party on the final night of the competition (this is where all participants, ambassadors, and some volunteers will get to let their hair down and celebrate their hard work!).

There will be a volunteer appreciation night planned for after the competition, where you can celebrate the week with some food and drinks provided by NIBS 2019.

How to Apply...

Email nibs2019@upei.ca to confirm that you are interested!

Exhibit A

NIBS 2019 SCHEDULE OF EVENTS		
DAY	Event	Description
MONDAY		
8:00-17:00	Round 1 (4-hour prep)	The teams start their preparation periods in a staggered manner (example schedule shown in Exhibit B). Preparation room monitors are needed during the preparation periods, presentation room monitors and time keepers are needed during the presentation times, lounge monitors will be needed all day.
TUESDAY		
8:00-17:00	Round 2 (4-hour prep)	The teams start their preparation periods in a staggered manner (example schedule shown in Exhibit B). Preparation room monitors are needed during the preparation periods, presentation room monitors and time keepers are needed during the presentation times, lounge monitors will be needed all day.
WEDNESDAY		
7:00-12:00	Round 3 (3-hour prep)	Wednesday is 'double case day'. Teams start their first case earlier than usual and have a 3-hour preparation period. There is a break for lunch and then the 8 teams with the highest scores advance to the quarter final in the afternoon.
13:30-18:30	Round 4/Quarter-Final (3-hour prep)	Only the top 8 teams will advance to the quarter final. The rest can have free time.
FRIDAY		
7:00-12:00	Round 5/Semi-Final (4-hour prep)	Only the top 4 teams will do this case. Similar format/schedule to Wednesday.
13:30-18:00	Round 6/Final (3-hour prep)	Only the top 2 teams will advance to the final round.
20:00	After Party	There will an after party at a local venue where participants can relax, dance and celebrate (students who volunteer for three or more days will be invited to attend).

Exhibit B - Example schedule for Division 1 on Monday, Feb. 18, 2019.

GROUP A

MATCH 1.1: Room MCDH 246

Team 9

Set-up: [Team 9 Prep Room]	8:30-9:00
Preparation	9:00-1:00 p.m.

Team 1

Set-up: [Team 1 Prep Room]	9:15-9:45
Preparation	9:45-1:45 p.m.

Set-up presentation, Team 9	1:05-1:10
Presentation, Team 9	1:10-1:40
Deliberation first presentation	1:40-1:50 *
Set-up presentation, Team 1	1:50-1:55
Presentation, Team 1	1:55-2:25
Deliberation second presentation	2:25-2:35
Score teams	2:35-2:40
Feedback, Team 9	2:40-2:50
Feedback, Team 1	2:50-3:00

MATCH 1.5: Room MCDH 246

Team 13

Set-up: [Team 13 Prep Room]	10:30-11:00
Preparation	11:00-3:00 pm

Team 5

Set-up: [Team 5 Prep Room]	11:15-11:45
Preparation	11:45-3:45 pm
Set-up presentation, Team 13	3:05-3:10
Presentation, Team 13	3:10-3:40
Deliberation first presentation	3:40-3:50 *
Set-up presentation, Team 5	3:50-3:55
Presentation, Team 5	3:55-4:25
Deliberation second presentation	4:25-4:35
Score teams	4:35-4:40
Feedback, Team 13	4:40-4:50
Feedback, Team 5	4:50-5:00