coMIS

2019 COMPETITION & RULES GUIDE

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CARLSON SCHOOL
OF MANAGEMENT

GREETINGS FROM MINNESOTA

Dear Participants,

The University of Minnesota's Carlson School of Management is honored to host 20 MIS-leading universities from around the world in just a few short months. This packet is to introduce you to the format and rules of the competition to help you prepare. Further details and information will be provided during the Rules Presentation on Thursday evening of the conference. If your team has questions on this material, please direct them to miscase@umn.edu or note them for the Q&A session to follow the Rules Presentation. As CoMIS 2019 approaches, please be on the lookout for updates from the Student Organizing Committee via email and on social media. We will be sharing last minute details pertaining to your trip and other fun facts. Best of luck in your preparations!

Best,

Annika Clouse

Annika Clouse
Director of Competition

A GLOBAL GATHERING OF IT EXCELLENCE

The following universities have committed to attending CoMIS 2019!

- American University of the Middle East
- Brigham Young University
- Corvinus University
- Emory University
- HEC Montreal
- Indiana University
- Iowa State University
- Kwantlen Polytechnic University
- Pennsylvania State University
- Ryerson University

- Simon Fraser University
- Texas Christian University
- University of Arizona
- University of British Columbia
- University of Connecticut
- University of Florida
- University of Iowa
- University of Maryland
- University of Texas at Austin
- University of Texas at Dallas

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COMPETITION AT A GLANCE

	FRIDAY	SATURDAY
	4/12/2019	4/13/2019

Competition
Case Deliberation
(24 hours)
Courtyard Marriott

Presentations
Carlson School

Preliminary Round
8:00am - 10:30am

Lunch
10:30am - 1:00pm

Lightning Round
11:00am - 12:00pm

Final Round
1:00pm - 4:10pm

Awards Banquet
6:30pm - 8:30pm
Weisman Art
Museum

DRESS CODE:

- Casual or school colors
- Business professional
- Cocktail attire

COMPETITION AT A GLANCE

Preliminary Round
8:00am - 10:30am
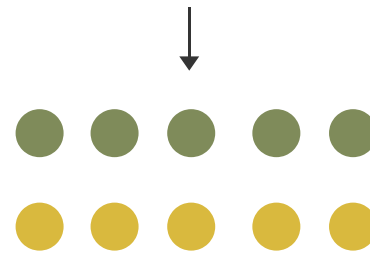
Wave 1 Wave 2 Wave 3 Wave 4 Wave 5

All teams

Preliminary Finalists:

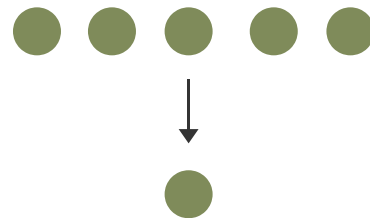2nd place teams (one from each wave)

1st place teams (one from each wave)

Lightning Round
11:00am - 12:00pm

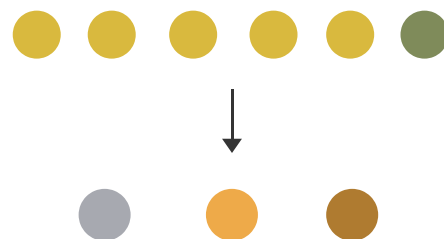Lightning Round Teams

Lightning Round Winner

Final Round
1:00pm - 4:10pm

Final Round Teams

⚡ Zap Factor

1st, 2nd, 3rd Place

INTRODUCTION

This guide contains both formal rules and logistics of the two-day competition period of the CoMIS conference. Formal rules, which violation of is grounds for disqualification, can be found in red. The CoMIS Organizing Committee will consult these rules if and when a conflict arises. The latest version of this guide (as it is subject to change) will be posted on z.umn.edu/comiscase.

CoMIS and its Organizing Committee holds itself to the highest standards of professionalism and transparency. Violation of any rule, large or small, is grounds for disqualification based on a determination by the CoMIS Organizing Committee. If you have any questions prior to the competition, please email miscase@umn.edu for clarification. We will be sending a review of received questions and subsequent answers to all teams on a weekly basis until the conference.

Team Name

- All teams will submit a team name prior to deliberation that will identify themselves and their solutions to the judges. Team names should be submitted prior to the conference through the link provided in the Coach's Package.
- Participants shall not identify the school they represent during presentations, including verbally or with logos / school colors on their presentation or attire.

INTRODUCTION

Alternates

- Teams will be allowed 3 team members to participate in analysis, discussion, presentation, creation, or any other aspect of the competition.
- No alternate will be allowed to participate after the case is handed out in the beginning of deliberation.
- No contact with coaches/alternates/observers or anyone outside of your direct team and the CoMIS Steering Committee will be allowed during deliberation.
- If the team arrives with less than 3 members due to any reason (ex. visa issues or illness), they must notify the CoMIS Steering Committee as soon as possible.

Observers

- Observers are not allowed to speak with any team members from any school before or after their presentation until they have been formally eliminated from the competition.
- During a team's presentation or Q&A, no one shall enter or exit the presentation room.

INTRODUCTION

Recording

- All presentations will be recorded via in-room equipment. Other cameras and recording devices are allowed, but recordings may not be shared with anybody until the competition has concluded.
- Recordings will be sent to coaches after the conference concludes.
- Microphones will be available in each presentation room.
- If the team chooses to not use the microphone, the official recording will not contain their voices.
- Coaches and observers should make every effort to minimize distractions for the presenting team if present.

DELIBERATION

Format & Organization

- Teams will receive three printed copies of the case (one for each team member) on Friday morning. Presentations containing the team's solution should be submitted via email to the CoMIS Steering Committee before 24 hours have elapsed. The time prior to this submission is known as the deliberation period.
- The presentation slides must be emailed to miscase@umn.edu. It is recommended to submit your presentation at least 5 minutes prior to the deadline to account for delays in university email servers. Technology issues will not be excused for late submissions.
- If a team believes they will not be able to send their presentation due to technical issues, the team should notify the CoMIS Steering Committee.
- If more than one submission is received, the CoMIS Steering Committee will use the most recent presentation received before the deadline.
- Beginning at 9:00am, a member of the CoMIS Steering Committee will be present in the hotel lobby to distribute the case to coaches.
- All teams must designate a single room (their hotel room) for deliberation. Case copies and devices must remain in this room.
- Meals will be delivered to the teams throughout the deliberation period.
- Participants should not leave their hotel room during the deliberation period unless with a member of the CoMIS Steering Committee or after having notified the CoMIS Steering Committee and received approval. There will be random room checks throughout the deliberation period.
- Each team's chosen deliberation room door must be propped open during deliberation. When teams choose to sleep, the door may be locked, but all lights must be turned off.

DELIBERATION

Communication

- Teams may access social media for means of research (blogs, Facebook, Twitter, message boards, etc.) and email for means of intra-team communication during the deliberation period, but may not communicate with anyone outside of the team via any medium. Neither physical nor electronic communication is allowed with anyone other than the team members themselves and the CoMIS Steering Committee.
- Teams may request to leave their rooms or ask clarifying questions about the rules or case while in deliberation. They may do so by emailing miscase@umn.edu or calling the CoMIS Steering Committee's hotel room.
- Rules questions and logistics questions will be an answered by the CoMIS Steering Committee. Clarifying questions pertaining to the case's content are subject to longer wait times or potentially no answer. In the case no answer is provided, the team will be notified and must move forward. If assumptions are made in the solution, it is recommended to state them.
- A member of the CoMIS Steering Committee will be accessible for the entirety of the deliberation period to answer questions that may arise, including overnight.
- Questions asked and responses from/to all teams will be emailed to all competitors as they are answered.

DELIBERATION

Equipment

- Participants are responsible for bringing their own equipment (laptops, USB flash drives, note paper, writing utensils).
- Wireless internet access is provided, but participants are free to bring networking equipment. Failure of networking equipment is the responsibility of the team.
- All presentations must be submitted using Microsoft PowerPoint 2016 (.ppt, .pptx, .pdf). Presentation rooms use a 16:9 aspect ratio.

DELIBERATION

Late Submissions

If a team fails to submit their solution before or at the 24 hour deadline exactly, the following penalties will take affect:

Late Submission Time	Penalty
+ 0:01 - 5:00 mins	Team will not be eligible to advance directly to Final Round. If chosen 1st OR 2nd place in its Preliminary Round wave, the team may only advance to the Final Round by winning the Lightning Round.
Failure to submit solution	Team will not be eligible to compete in Lightning Round or Final Round. Team will present in Preliminary Round at coaches discretion.

Until the Preliminary Presentations

- Competition staff will escort teams from their hotel room to the Carlson School exactly 24 hours after they receive the case. Teams will begin their presentations in the Carlson School exactly 40 minutes after being picked up; therefore, teams will present exactly 24 hours and 40 minutes after receiving the case.
- For example, if your team receives the case at 7:20 AM on Friday, your presentation will be due at 7:20 AM on Saturday, and you will present at 8:00 AM on Saturday.
- Shortly before the submission deadline, a CoMIS Steering Committee member will come to the team's hotel rooms to escort them to Carlson. The team will have 40 minutes between leaving the hotel and their presentation, consisting of travel time, washroom break, a light breakfast, etc.
- Upon arriving to Carlson, each team will have its own holding room to wait in until its presentation time. It will remain in its holding room until a minimum of 5 minutes before its presentation time.

PRELIMINARY ROUND

Presentations

- All preliminary presentations are open to all conference attendees, including but not limited to university coaches, observers, and alternates.
- Preliminary presentations are limited to 15 minutes in length. Upon the team's arrival, a CoMIS representative will provide a short summary of the rules in addition to time warnings when 5 minutes and 1 minute remain of presentation time. Presentations will be stopped at 15 minutes exactly.
- The Question & Answer portion will begin immediately following presentations and will continue until the judges have no remaining questions or until your total Q&A time of 10 minutes has ended.
- A CoMIS committee member will provide time when 5 minutes and 1 minute remaining for both the presentation and Q&A portions.
- Your total time in front of judges will be stopped at 25 minutes exactly.

Case Delivery (Fri) Case Due (Sat)	Presentation Time	CSOM 2-206	CSOM 2-207	CSOM 2-260R	CSOM 2-260T	CSOM 2-260Z
7:20 AM	8:00 AM	A	E	I	M	Q
7:50 AM	8:30 AM	B	F	J	N	R
8:20 AM	9:00 AM	C	G	K	O	S
8:50 AM	9:30 AM	D	H	L	P	T

PRELIMINARY ROUND

Equipment

- Teams will be presenting using a podium PC that is in their presenting classroom. The presentation will be pre-loaded to the computer when you enter to begin your presentation.
- We encourage all teams to bring a USB Drive with them containing only their PowerPoint presentation to the presentation in the event of issues with the submission.

External Materials

- Teams are allowed to set up and use their own presentation remote; however, time spent setting up your remote will count against your presentation time.
- Teams may not provide the judges with any materials, nor bring or use external materials or props during presentations, with the only exception being the usage of a clicker or personal notes.

PRELIMINARY ROUND

Moving on in the competition

- After the end of the Preliminary Round, teams participating in the final and lightning rounds will be announced in an auditorium.
- Finalist teams will be escorted to a holding room where they will remain until lunch. Teams are not allowed to watch other Preliminary Round presentations and shall not discuss the case with other competing teams (including eliminated teams).

LIGHTNING ROUND

Format & Organization

- The second placing team from each preliminary round room is put into an intermediate Lightning Round which will take place in an auditorium. All conference attendees are welcome to watch the Lightning Round, excluding teams participating in the Final Round.
- In the Lightning Round, all participating teams will stand in the front of the room at once. A facilitator will ask a series of 5 questions to all teams. Team will have 2 minutes to deliberate simultaneously.
- No materials or equipment is permitted for use in the Lightning Round.
- Teams will answer in a different order each time a question is asked to ensure each team has the opportunity to go first and to go last. Each team must give their response within a 1 minute time limit.
- One team member only will speak to answer each question. No individual competitor may answer more than twice (two questions).
- The top placing team from the lightning round will earn the sixth and final spot in the Final Round.

2nd place Teams
from Preliminary Round

Lightning Round Winner

FINAL ROUND

Format & Organization

- Six teams will participate in the Final Round: the five first-place teams from each room of the Preliminary Round, and the first-place team from the Lightning Round.
- Before competing in the Final Round, each team will receive a new circumstance. This new circumstance will be called the "Zap Factor". The intent of this is to increase the difficulty of the Final Round and promote agility in the solutions presented.
- The Final Round will follow the same format as the Preliminary Round, with each team having 15 minutes to present their updated solution, with a 10 minute Q&A session with the judges.
- The first team's deliberation period will begin 15 minutes following the Lightning Round conclusion.

Final Round Teams

Zap Factor

1st, 2nd, 3rd Place

FINAL ROUND

Zap Factor

- After the conclusion of the Lightning Round, the Lightning Round winner will be escorted to a holding room prior to the Final Round.
- All finalist teams must remain in their holding room until they receive the Zap Factor information from a CoMIS representative. They must remain in the holding room for their deliberation until they present.
- The Zap Factor information must be included and accounted for in the Final Round solutions. The team's response to the Zap Factor will be one of the criteria considered by the judges in the Final Round.
- The same materials allowed in the deliberation period prior to the Preliminary Round will be permitted for the Zap Factor deliberation. However, take into consideration that all materials used in deliberation will need to be transported to the Carlson School and will only be permitted for use for 30 minutes. Any time to retrieve or set up equipment counts against your deliberation time.

	"Zap Factor" Delivery Time	"Zap Factor" Deliberation Period	Presentation Time	Room
Team 1	12:15pm	12:15 pm - 12:45 pm	1:00 pm - 1:25 pm	Honeywell Auditorium
Team 2	12:45pm	12:45 pm -1:15 pm	1:30 pm - 1:55 pm	
Team 3	1:15pm	1:15 pm -1:45 pm	2:00 pm - 2:25 pm	
Judge's Break (~10 mins)				
Team 4	2:00pm	2:00 pm - 2:30 pm	2:45 pm - 3:10 pm	
Team 5	2:30pm	2:30 pm - 3:00 pm	3:15 pm - 3:40 pm	
Team 6	3:00pm	3:00 pm - 3:30 pm	3:45 pm - 4:10 pm	

FINAL ROUND

Zap Factor Deliberation

- Each team will have 30 minutes exactly to deliberate and make changes to their presentation after being given the Zap Factor.
- An updated version of the team's presentation must be emailed to miscase@umn.edu by the end of each team's deliberation period. A member of the CoMIS Steering Committee will load the most recent version of the presentation in the Final Round room.

FINAL ROUND

Equipment Overview

Approved Equipment

Deliberation

- Laptops
- Tablets
- Cell phones
- Projectors
- Monitors
- Routers and Networking Equipment
- Pre-printed resources and articles

Presentation

- Remote/Clicker
- Personal Notes
- USB Drive

Unapproved Equipment

Deliberation

- Cameras
- Scanners
- Printers
- Operational Webcams
- Instant Messaging

Presentation

- Cell phones
- Laptops
- Cameras and video recorders
- External communication/ Instant Messaging
- Materials for Judges

FINAL ROUND

Presentation Submission

- Teams must submit their final solutions, with the 'Zap Factor' information considered, before or by the end of their deliberation period exactly. They must submit their edited presentations to miscase@umn.edu. If a solution is submitted late, the following penalties will take place:

Late Submission Time	Penalty
+ 0:01 or more	Team will not be eligible to place 1st-3rd in Final Round. They may still present with submitted (late) presentation.
Failure to submit solution	Team will not be eligible to place 1st-3rd in Final Round. CoMIS staff will notify faculty, who will notify team coach. Team will present at coach's discretion.

FINAL ROUND

Presentations

- Final Round presentations will take place in an auditorium, compared to the classrooms used in the Preliminary Round. The Final Round presentations will be open to watch for all conference attendees.
- Final Round presentations are limited to 15 minutes in length. A CoMIS committee member will provide time warning when there are 5 minutes and 1 minute remaining of presentation time. Presentations will be stopped at 15 minutes exactly.
- Prior to presenting, finalist teams will not be allowed in the auditorium. Finalist teams that have already presented are welcome to stay in the auditorium and watch the rest of the Final Round presentations.
- The Question & Answer section will begin immediately following presentations and will continue until the judges have no remaining questions or until your presentation time has ended.
- A CoMIS committee member will provide you with time warnings when there are 5 minutes and 1 minute remaining of Q&A.
- Your total time in front of the judges will be stopped at 25 minutes exactly.

JUDGES

Recruitment

- Judges are volunteers from our Information and Decision Sciences program and its sponsors, including but may not be limited to:

- Approximately 3 to 5 judges will be in each preliminary room.
- Final round judges will be members of the case sponsoring organization.
- Students may briefly greet judges when they enter/exit room the Preliminary Round classroom but should not identify the school they are representing in any way.

JUDGES

Scoring Criterion

Each team will be scored by the judges in their room on the following items:

- Completeness of Solution
- Feasibility of Solution
- Presentation Quality
- Q&A Delivery

The CoMIS Organizing Committee chooses to share only the titles of its judging criterion. In addition to their professional experience, judges will have received prior training on how CoMIS Official Rules define each of these criterion to standardize scoring across rooms.

JUDGES

Feedback

- Following preliminary presentations, coaches will meet with the judges individually from their team's room for brief feedback. Coaches cannot discuss the feedback with their team until the team is eliminated from the competition entirely.
- The CoMIS student representative who proctors the room will organize the feedback rotation.
- After the feedback session, judges will deliberate for a maximum of 30 minutes. After this deliberation period, 1st and 2nd place teams from each room will be announced. First place teams will advance to the final round, and second place teams will advance to the lightning round.

CONCLUSION

- Teams must follow all of the rules in order to advance in the competition.
- If you have any questions prior to the competition presentations, please email miscase@umn.edu. During presentations, please find a CoMIS representative. We're here to help!

WE'LL BE IN TOUCH

EXPECT THE FOLLOWING INFORMATION FROM US &
TAKE NOTE OF THESE IMPORTANT DEADLINES

[Coaches Only] Submit Competitors Form
Due February 28, 2019

e-Meet your Team Host - March 2019

Participant Survey due for ALL attendees
Due March 8, 2019

[Coaches Only] Reserve Hotel at Courtyard
Marriott by March 18, 2019

Final Reminders packet - March 2019

CoMIS 2019!
April 10-13, 2019,
Minneapolis, MN

@umncomis

@CoMIScasecomp

z.umn.edu/comiscase