



Inter-Collegiate Business Competition
Goodes Hall
143 Union Street
School of Business, Queen's University
Kingston, Ontario
Canada
K7L 3N6
www.icbconline.ca

Dear I.C.B.C. Finalists:

Once more, we would like to congratulate you on your remarkable performance in the Preliminary Round. As the top business students in Canada, we are excited to host you for the Final Round of the competition, taking place from January 5-7, 2012. Before you arrive, we would like to provide you with information regarding the Final Round.

Please note that your faculty advisor will be coordinating the majority of the transportation & lodging arrangements for your school team(s) with our University Liaison. While in Kingston, most of the transportation will be provided by I.C.B.C. through shuttle and bus service.

The following package includes:

- Final Weekend At-A-Glance Schedule
- Final Weekend Events & Dress Code
- Case Preparation & Presentation Rules
- General Laptop Rules
- PowerPoint Presentation Rules
- Debating Rules
- Things to Bring
- Venues & Location
- Directions to Goodes Hall
- Some Final Notes...

Please let us know if there is anything we can do to make your weekend more enjoyable. Please contact James King our University Liaison, if you have any questions or special requests (liaison@icbconline.ca).

We look forward to meeting you in January!

Kelly Damp & Mandy Tran
Co-Chairpersons
2012 Inter-Collegiate Business Competition
cochair@icbconline.ca

Final Weekend At-A-Glance Schedule

Thursday, January 5th, 2012:

2:00 pm - 4:00 pm	Check-in at <i>Holiday Inn Kingston Waterfront Hotel</i>
4:30 pm - 6:00 pm	Wine & Cheese presented by TransCanada at <i>Holiday Inn</i>
6:30 pm - 8:00 pm	Opening Banquet presented by KPMG at <i>Holiday Inn</i>
8:30 pm - 9:15 pm	Event briefing sessions at <i>Goodes Hall</i>
9:15 pm - 9:45 pm	PowerPoint Tutorial & Mock Debate at <i>Goodes Hall</i>
10:00 pm - onward	I.C.B.C. Idol presented by Chubb Insurance at <i>Tir Nan Og</i>

Friday, January 6th, 2012:

8:00 am - 10:30 am	Teams begin preparing at <i>Goodes Hall</i>
1:30 pm - 4:30 pm	Team case presentations at <i>Goodes Hall</i> (Accounting, Ethics, Finance, Human Resources)
4:45 pm - 5:15 pm	Event debriefing sessions at <i>Goodes Hall</i>
5:15 pm - 5:45 pm	Judges and competitors networking sessions at <i>Goodes Hall</i>
7:00 pm - 10:00 pm	Competitor Dinner presented by Queen's Masters of International Business: <ul style="list-style-type: none">- Friday Competitor Dinner at <i>Zappas Lounge</i>- Saturday Competitor Dinner at <i>Fanatics Sports Lounge</i>
10:00 pm - onward	"Reality TV" themed Social at <i>Zappas Lounge</i>

Saturday, January 7th, 2012:

8:00 am - 10:30 am	Teams begin preparing at <i>Goodes Hall</i>
9:00 am - 4:00 pm	Preliminary Round Debates at <i>Goodes Hall</i>
1:30 pm - 4:30 pm	Team case presentations at <i>Goodes Hall</i> (Business Policy, Management Information Systems, Marketing)
4:45 pm - 5:15 pm	Event debriefing sessions at <i>Goodes Hall</i>
5:15 pm - 5:45 pm	Judges and competitors networking sessions at <i>Goodes Hall</i>
6:00 pm - 6:45 pm	Final Debate in <i>Dunning Auditorium</i>
7:30 pm - 8:00 pm	Arrive at the <i>Kingston Banquet & Conference Centre</i>
8:00 pm - onward	Final Banquet and Awards Ceremony

Please note: A detailed schedule will be given to you upon arrival in Kingston



Final Weekend Events & Dress Code

OPENING WINE & CHEESE *Thursday, January 5th, at 4:00 p.m.*

Dress: Business Formal
Location: Holiday Inn Kingston Waterfront Hotel

OPENING DINNER *Thursday, January 5th, at 6:30 p.m.*

Dress: Business Formal
Location: Holiday Inn Kingston Waterfront Hotel

“Rep Your School” I.C.B.C. IDOL *Thursday, January 5th, at 10:00 p.m.*

Dress: Show your school spirit! Battle it out on center stage wearing your school logos, shirts, colours, hoodies, or jackets.
Location: Tir Nan Og

COMPETITOR DINNER *Friday, January 6th, at 7:00 p.m.*

Dress: Friday Competitors: Business Casual
Saturday Competitors: Casual
Location: Zappas Lounge or Fanatics Sports Lounge

“Reality TV” THEME NIGHT *Friday, January 6th, at 10:00 p.m.*

Dress: This evening is going to be a smash hit! Come dressed up as characters from your favourite guilty pleasure shows from MTV to TLC to Bravo.
Location: Zappas Lounge

FINAL BANQUET *Saturday, January 8th, at 8:00 p.m.*

Dress: Semi-Formal
Location: Kingston Banquet & Conference Centre

EVENT PREPARATION *Friday – Saturday, January 6-7th*

Dress: You will be working for 5+ hours so you may want to bring something comfortable and change into your business wear for your presentation
Note: you must be back in business wear before your presentation time
Location: Goodes Hall

PRESENTATIONS & DEBATES *Friday – Saturday, January 6-7th*

Dress: Business Attire
Location: Goodes Hall



Case Preparation & Presentation Rules

1. All competitors must be full-time, undergraduate students in the fall term of the 2011-2012 academic school year, unless they have been given special eligibility rights through appeal.
2. Competitors may bring in any textbooks, paper notes, and non-programmable calculators necessary for their case analysis.
3. No communication devices may be brought into the preparation rooms. This includes, but is not restricted to, cell phones, smartphones, PDA's, radios, mp3 players, USB keys, tablets and unauthorized computers.
4. No competitors may leave their preparation rooms to obtain material after distribution of the case. If a competitor wishes to leave their preparation rooms, their Team Hosts or a member of the I.C.B.C. executive must be consulted.
5. Competitors will be provided with two (2) copies of the case (three (3) for Business Policy), three (3) sheets of large presentation paper, and two (2) black permanent markers. Competitors are allowed to bring in extra supplies but may not bring in pre-prepared overheads, disks, etc.
6. Competitors may not use whiteboards, chalkboards, or LCD projectors in the preparation rooms.
7. Only non-programmable calculators are permitted into the case rooms.
8. Preparation time is 5.5 hours for all events except Debating. Debaters will have 0.5 hours to prepare for each debate. Business formal attire is required for all presentations.
9. Competitors shall not consult with anyone except the I.C.B.C. Executive and/or Team Hosts during the preparation of the case.
10. Oral case presentations will be fifteen (15) minutes in length (twenty (20) minutes for Business Policy) followed by a five (5) minute question period during which the judges may ask the competitors questions pertaining to the case and their presentation. Business formal attire is required for presentations. (Debating competitors, please see additional information as the format is different).
11. Before they present their case analysis, competitors will be introduced by their team number to the judges. Nametags are to be removed prior to entering the presentation room. Competitors are absolutely not permitted to mention their school name or make any reference to their school. During their presentation, competitors may introduce themselves and their partner(s) by first names only.



12. Competitors may observe the case presentations of others in the events in which they did NOT participate (for example, Finance Team #1 is not permitted to see the presentation of Finance Team #2, but may see the presentation of Marketing Team #2).
13. It is strictly forbidden to record, photograph, or film any I.C.B.C. presentation or debate unless given permission by the I.C.B.C. Co-Chairpersons.
14. It is strictly forbidden for Faculty Advisors and observers to identify competing schools during presentations.
15. Faculty Advisors and observers are at no time allowed to make comments or references to influence judges.
16. At approximately 4:45 p.m. on the presentation days, a debriefing session will commence. The judges will outline what they were looking for and will give some general comments regarding the presentations. The top three teams will be announced at the Final Banquet on Saturday, January 7th, 2012.

General Laptop Rules

1. Each Accounting, Business Policy, Finance, MIS, Marketing, Human Resources and Ethics team will be provided with ONE laptop, to be used for both case analysis and presentation preparation purposes.
2. Laptops will not be equipped with external communication devices.
3. All laptops will be equipped with Microsoft Office software, which includes Excel and PowerPoint. Additionally, each laptop will be equipped with one (1) mouse.
4. The I.C.B.C. Executive will provide each team with a USB memory stick for backing up your presentation. Save it to the hard drive and periodically copy to the USB memory stick using My Computer (this is safer than doing 'Save As' directly onto the USB memory stick). Please ensure that you periodically save any files that you are working on, in the event of computer failure. Additional storage devices of any sort will not be permitted.
5. You may request a copy of your powerpoint presentation up to one 30 days following Final Banquet. Please contact Co-Chairpersons at cochair@icbconline.ca for slides.



PowerPoint Presentation Rules

1. All competitors must use the provided template for their presentations and may not alter the colour scheme or layout in any way.
2. There is no limit to the number of slides that may be used.
3. Competitors can use any font they choose, and may make cosmetic changes to their text, such as font size, font colour, and the use of bold, *italic* and underlining.
4. Animation of any sort is not permitted.
5. Data may be inserted from Microsoft Excel.
6. The use of pictures, clip art, video clips or sound clips are not permitted.
7. Competitors are permitted to use the Drawing toolbar and Smart Art i.e. circles, lines, boxes, text boxes, arrows, etc., (found in the Insert tab).



Debating Rules

This year, as in previous years, the resolutions for the debating event relate to a common theme. Teams are expected to research newspapers, business magazines, and other sources to familiarize themselves with the theme in preparation for the resolutions. This year the debates are centered on the theme, “Follow the leader – Around the world in four debates.” It should ensure great relevance, flexibility, substance, and entertainment for the debating rounds. Judges will expect competitors to be well prepared when evaluating the content of arguments and will be very demanding.

1. The government team shall sit on the right-hand side of the Speaker; the opposition team on the left.

2. The timing and order of speakers shall be as follows:

Prime Minister 5 minutes

Minister of the Opposition 5 minutes

Minister of the Crown 5 minutes

Leader of the Opposition 8 minutes

Prime Minister 3 minutes

The last 3 minutes of the Leader of the Opposition’s speech and the second speech of the Prime Minister are reserved for rebuttal.

3. The resolutions will be announced 30 minutes before each round of debates.

4. During rebuttal, members (not just the Prime Minister) must deal exclusively with arguments that have been raised previously. New evidence may be used, but no new arguments will be permitted.

5. A member will receive a signal when two minutes remain in his speech, another at one minute, and a final signal when time has expired. At the expiration of time, members should conclude in one sentence. A grace period of 15 seconds will be given. Members will be penalized for excessive overtime.

6. All remarks must be directed at the Speaker of the House. Therefore, do not begin remarks in such a manner as “Mr. Speaker, distinguished judges, and slovenly opponents...”. Rather, simply begin “Mr. Speaker.”



7. The Speaker of the House shall, at all times, be referred to as “Mr. Speaker”, or as “Madam Speaker”, and never as “Ms. Speaker”, “Mr. Chairman”, or “Hey you”.
8. All members shall stand while speaking; only one member may be standing at one time. No member may commence his remarks without being recognized by the Speaker (heckles excluded).
9. There are three points with which a debater may interrupt a debate: points of order, points of privilege and points of information.
10. A point of information (POI) is a question or point posed to the speaking member by an opposing member during debate. A POI may only be asked when the opposing member stands and is acknowledged by the speaking debater. Additionally, a POI may not be presented during protected time.
11. The following constitutes points of privilege:
 - Explicit misquotation or gross material misrepresentation (not misinterpretation)
 - Being referred to by an incorrect title/name
 - Severe personal or constituent slander

NO MEMBER MAY RISE ON A POINT OF PRIVILEGE ON BEHALF OF ANOTHER.

12. The following constitute breaches of the rules of the House, and hence are liable to be points of order:
 - Presentation of tautological definitions
 - Presentation of truisms
 - Introduction of counter-plan by Leader of Opposition (not previously mentioned by Minister of the Opposition)
 - Lengthy overtime
 - Failure to address the Speaker
 - Unparliamentary language
 - Introducing a new argument in rebuttal
 - Direct reference to a prop
 - Insulting, defaming, or misquoting, or generally abusing the Speaker
 - Referring to any member of the House by any other name than his/her official title
13. If any of the above rules of the House or any other rules of Debate and Judging have been violated, one may raise a point of order. When wishing to raise a point of order, a member should rise and state: “Mr. Speaker, I rise on a point of privilege/order”. When the Speaker says “State your point”, the member against whom the point is being made must sit down. The member raising the point must again address the



Speaker, briefly state the point, and then sit down. The Speaker will then rule on the point, declaring it to be “well taken” or “not well taken”.

14. Points that are well taken shall be included in the speaking time of the offending member; points that are not well taken shall not be included.
15. There may only be one point on the floor at any one time. Points are not to be debated; the Speaker will rule independently.
16. Whenever a breach of order or privilege occurs, the point should be raised. Strategic use of points is an important point of debating. However, continual use of trivial points will be frowned upon.
17. All heckles should be clearly audible, short, incisive, witty, and somewhat relevant. A constant flow of dull remarks should be avoided at all costs. Heckles are only permitted to come from the audience and not the debaters.
18. During the first and last minute of any speech, there is a period of “protected time”, where no points of information, points of order, points of privilege or heckling may occur. The first minute of protected time will begin when the speaker starts speaking. The debate moderator will hit a table, indicating the end of the period. The last minute of protected time will begin as the debate moderator hits the table and will finish at the end of the debater’s speech. The entire last speech given by the prime minister will constitute as protected time.
19. The government, in proposing the resolution, is required to prove it to be true on a “balance of probabilities”.
20. The government has the burden of proof on its shoulders, and it has the following responsibility:
 - (1) The right of definition: At the start of the Prime Minister’s speech, all essential terms in the resolution must be defined. Failure to do so allows the opposition to define terms in their first speech. There are three limitations to the right of definition:
 - The definition must be, in some way, shape or form, derived from the words of the resolution;
 - The definition must not produce a tautology (true by definition); and
 - The definition must not produce a truism (trivial or obviously true).



In the Preliminary Rounds, the use of 'Squirreling' will be cause for a reduction in marks from the Judges.

In the Final Round, the absence of 'Squirreling' may be cause for a reduction in the marks from the Judges.

'Squirreling' is when a debater defines the terms of the resolution in a manner that is not consistent with general understanding. When used properly it can be a very engaging and entertaining element.

Acceptable forms of squirreling include those whereby the debater makes a definition of the resolution that may not meet with convention. This is acceptable.

The Government may deploy 'squirreling' in their definition of the resolution. Elements of the Resolution left undefined by the Government may be 'squirreled' by the Members of Her Majesty's Loyal Opposition.

Abuse of 'Squirreling' will be marked down and, in extreme cases, may even be cause for forfeit of the debate.

- (2) The right of setting: The government, at the beginning of the Prime Minister's speech, may impose a setting upon the House. This setting may be in the past, present, future or in literature. IT MUST BE A GENERALLY KNOWN SETTING. If no setting is placed before the House, the House is assumed to be nowhere in particular at the present time.

With these two advantages, the government must use discretion. The government is responsible for providing the scope and the setting for a good debate; an unmanageable setting or definition will not allow the opposition to participate in the debate.

21. The Member of the Opposition has the prerogative to introduce a counter-plan during his speech. Counter plans that are co-optive (accept virtually all of the government contentions) or not reasonably mutually exclusive are strongly discouraged.
22. A ruling by the Speaker may not be appealed.
23. The two teams with the highest cumulative scores from the three rounds will proceed to the Final Round.
24. Any reference to one's own name or school will result in an automatic disqualification from the event.



Things to Bring

- Business wear & dress shoes (ties are required for presentations & debates)
- School clothing for the Thursday Evening Social and to show your spirit
- “Reality TV” Theme Night apparel and clothing
- Semi-formal wear for the Final Banquet
- Winter apparel: winter jacket, gloves, scarf, rain jacket, umbrella
- Casual clothes
- Pyjamas
- Toiletries
- Bathing suit to enjoy hotel hot tub and pool
- Fitness wear to use hotel exercise facility
- Business cards (to keep in touch with all of the friends you’ll make!)
- Camera, camera charger
- Preparation material for case (textbooks, class notes, Brown & Beatty etc)
- Favourite supplies (pens, pencils, etc)
- School memorabilia to hand out to fellow competitors/volunteers
- Valid government I.D. with picture (needed for all events where alcohol is served)



Venues & Locations

GOODES HALL

143 Union Street, Kingston, Ontario, K7L 3N6

I.C.B.C. Office Tel. (613) 533-2739

www.business.queensu.ca

HOLIDAY INN KINGSTON WATERFRONT HOTEL

2 Princess Street, Kingston, Ontario, K7L 1A2

Tel. (613) 549-8400

www.hikingstonwaterfront.com

TIR NAN OG

200 Ontario Street, Kingston, ON K7L 2Y9

Tel. (613) 544-7474

<http://kingston.tirnanogpubs.com/>

FANATICS SPORTS LOUNGE

371 Princess Street, Kingston, Ontario, K7L 1B9

Tel. (613) 542-3267

<http://www.fanaticssportslounge.com/>

ZAPPAS LOUNGE

178 Ontario Street, Kingston, Ontario, K7L 2Y7

Tel. (613) 507-7000

<http://zappaslounge.com>

KINGSTON BANQUET & CONFERENCE CENTRE

33 Benson Street, Kingston, Ontario, K7K 5W2

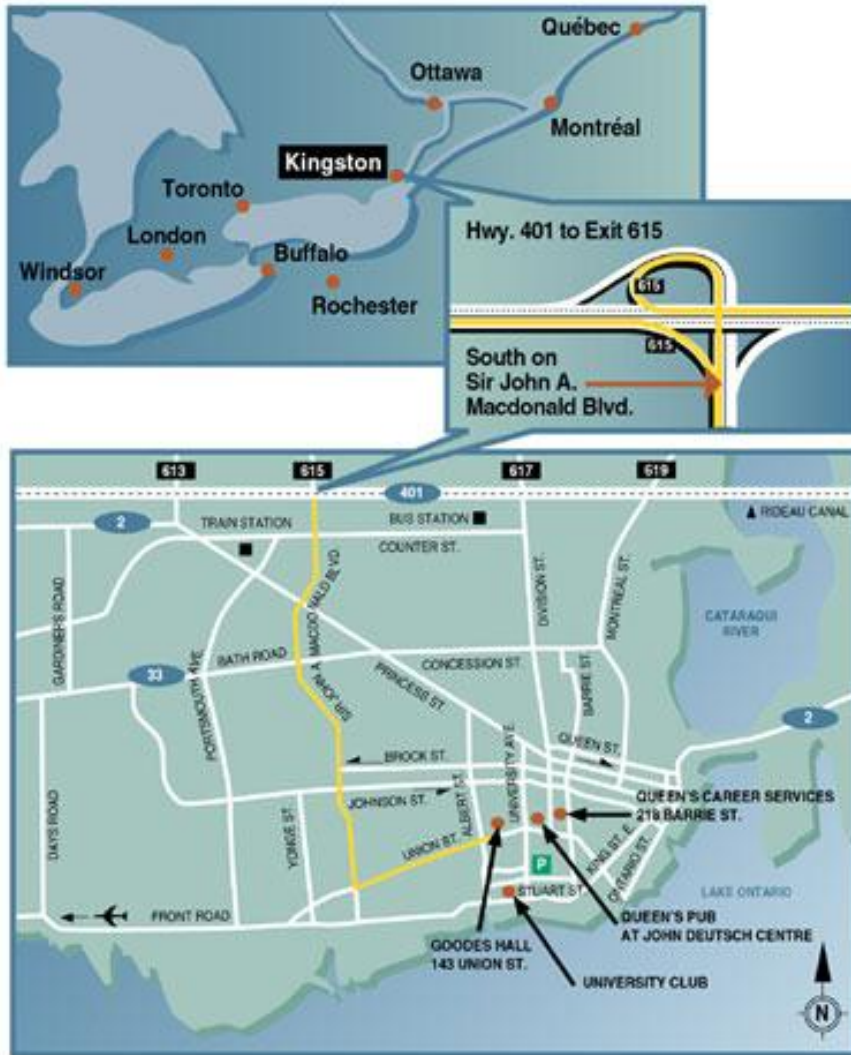
Tel. (613) 546-3661 – Toll Free (800) 267-7888

www.kbcc.ca

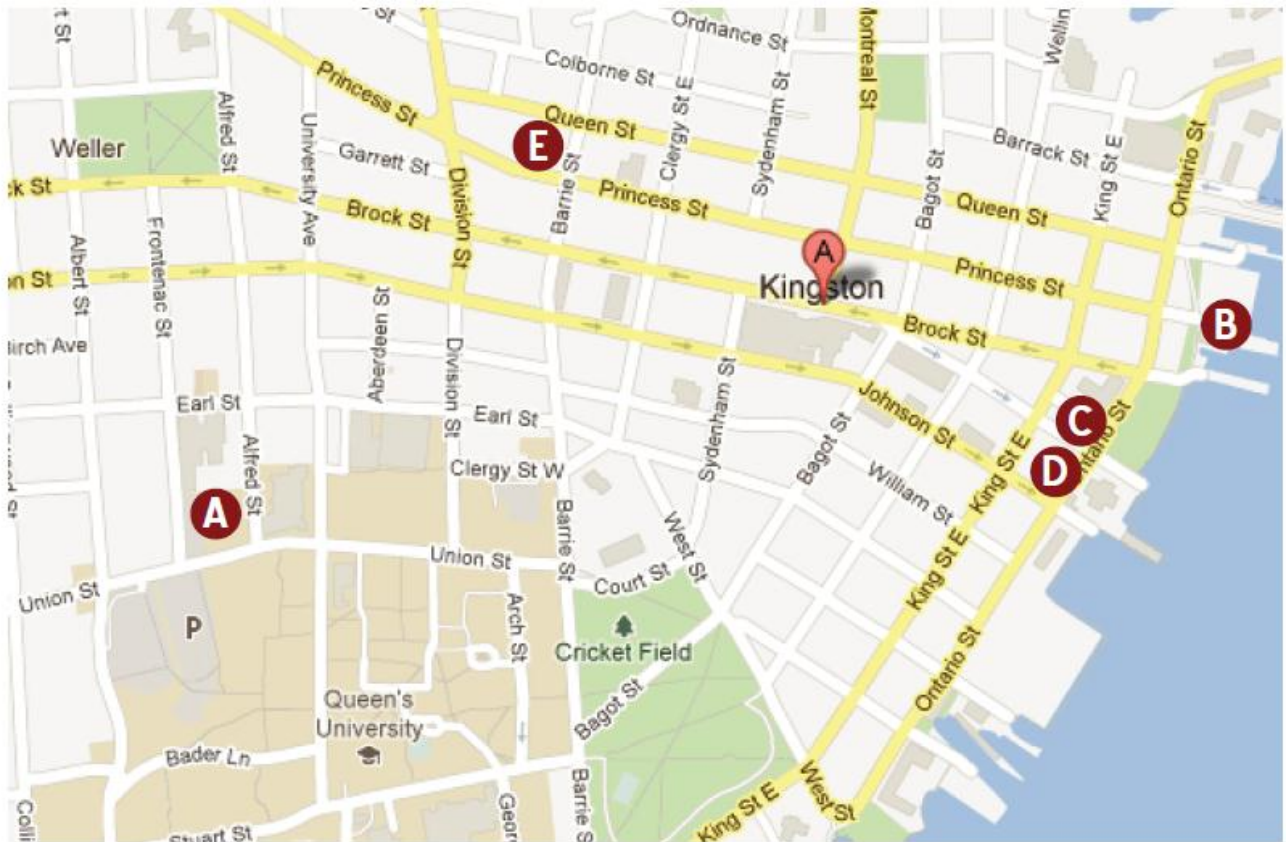


Directions to Goodes Hall

The Goodes Hall parking lot is located off of Frontenac Street. Parking will be available across Union Street just west of Tindall Field.



Map of Key Locations (Downtown and On Campus)



A Goodes Hall

B Holiday Inn

C Tir Nan Og

D Zappas Lounge

E Fanatics Sports Lounge



Some Final Notes...

1. The I.C.B.C. Executive is available to help at any point; look for us with the executive nametags during the day and the I.C.B.C. executive apparel in the evening.
2. In addition to the Executive, there will be about 50 Queen's Commerce students acting as volunteers and interacting with you during the weekend. They will be extremely helpful so make use of them!
3. Make use of the hotel facilities to improve your stay.
4. I.C.B.C. has built its reputation on attracting the brightest business students to compete in Kingston. Please act responsibly and help preserve I.C.B.C.'s tradition of excellence.
5. Please be mindful of other competitors and hotel guests during the evenings. Please be advised that students will be responsible for any damages incurred during their stay.

*The I.C.B.C. 2012 Executive looks forward to meeting you in January.
All the best for a safe and happy holiday!*

*Document Created By: Kelly Damp & Mandy Tran
Document Created On: December 12, 2011*

