

# Rules & Regulations



**The Queen's Entrepreneurs' Competition 2017**

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## I. Eligibility

- a) The Queen's Entrepreneurs' Competition (herein referred to as "the QEC") is open to all students currently enrolled in university or college on a full-time basis in the current academic year working towards an undergraduate degree or diploma. Additionally, students who have been enrolled within the past 12 months, with a graduation date or enrollment date in December 2015 or later, are eligible to compete. This includes recent graduates and students who chose to leave school.
- b) A maximum of 4 team members may compete at the final weekend. Team members must be consistent for each round at the final weekend.
- c) Teams can be comprised of students attending different universities.
- d) If the company that is the subject of the business plan submitted is currently in operation, it must not have operated for more than 3 years prior to submitting its business plan.
- e) Past participants are eligible to compete again, provided that they satisfy the following requirements:
  - 1. The participant submitted a business plan to the preliminary round, but did not compete in the Top 6 at a previous QEC final weekend
  - 2. The participant is submitting a plan for an entirely different business idea and has never been awarded more than \$10,000 by QEC
- f) Participants competing from outside of Canada acknowledge that they are personally liable for cross-border taxes and/or exchange rates on prizes awarded.

## II. Requirements

### **Round 1: Business Pitch & Video Pitch**

- i. Round 1 submissions are to be **submitted by Saturday October 29<sup>th</sup> 2016 by 11:59 P.M. EST to the e-mail [submissions@theqec.com](mailto:submissions@theqec.com)** in order to compete in qualifying rounds.
- ii. Round 1 submissions may be submitted early by **Saturday October 15<sup>th</sup> 2016 by 11:59 P.M EST** to be considered for an **Early Bird Prize**. All submissions will be considered equal in judging and qualifying rounds.
- iii. Business plans are **only to be submitted via e-mail**. If a participant has an issue with this, they must contact their respective competitor coordinator (contact information is available on [www.theqec.com](http://www.theqec.com)) to discuss other submission arrangements. These competitors' submissions dates must be two weeks earlier to accommodate alternative submission methods (October 15<sup>th</sup>).
- iv. In order to be eligible for the preliminary round, a competitor must submit 3 items:

#### **1. Business Plan Document**

- Business plans should be submitted as **one file** in .pdf or .docx, and cannot exceed 5MB in size. There are many PDF compression sites available online to bring the PDF's file size down.
- Teams must limit the length of their business plan to **10 pages** including exhibits. This does not include a title page nor a table of contents.
  - a. All pages must be numbered.
  - b. All entries must be typed with 1.5 line spacing or double spacing.
  - c. All margins must be a minimum of one inch, and the font used be a minimum of 10 pt.

- Competitors **must submit the standardized QEC title page template available on: <http://theqec.com/competitors/>.** Submissions will not be recognized as official QEC submissions without this document
- All components of the business plan must be in English.
- Candidates' last names and schools must **NOT** be included on any pages of the business plan.

## 2. YouTube Link to Video Pitch

- Competitors must submit a link to a video of a 3-5 minute pitch of the business discussed in the business plan.
- **IMPORTANT: The format of the video should simply be a point-and-shoot recording of the participants presenting their video pitch.** Production value is **NOT** weighted as a factor in evaluation. The purpose of the video is to demonstrate to judges the participants' ability to communicate effectively, **not** video editing skills.
- The YouTube video's privacy settings must be set to **unlisted**
- The link to this YouTube video must be provided on the official QEC title page

## 3. Document Used For Presentation in Video Pitch

- As the video is a recording of a presentation, any materials used in this video must also be submitted. This commonly refers to the slide deck used in the presentation video (if applicable). The purpose of this part of the submission is so a judge can follow closely with the material being presented.

### **III. Notice of Intellectual Property**

- a) The ownership of business plans and any related intellectual properties will remain with the participating teams. The cash and non-cash prizes do not represent any stake in the proposed business.
- b) The QEC executive committee will take all possible measures to ensure the confidentiality of the business plans. However, as with any competition of this kind, the ultimate responsibility for protecting the intellectual property lies with each team. The QEC suggests teams exclude highly sensitive/proprietary information from their business plans and presentations if they are concerned about the confidentiality of the material. Competitors should be aware that their business plans may be viewed by the following individuals: Competitor Coordinators, Judges Coordinators, QEC Judges, and QEC co-chairs. Additionally, presentations may be viewed by QEC judges, members of the QEC executive committee, and non-competing competitor teams.
- c) All competitors are required to acknowledge via the official QEC title page that they have read, understood, acknowledge, and agree to the terms and conditions laid out in this document. Submissions will not be considered without this acknowledgement.

### **IV. Disqualification**

- a) Plagiarism, copyright infringement, and intellectual property theft is strictly prohibited. In no way should any part of the business plan or related documents originate from a professional source.
- b) Sharing business plans or conferring unethically with other competitors is strictly forbidden, and may result in disqualification.
- c) Contacting any of the judges prior to the competition may result in disqualification.

d) Judges may contact teams to inquire about the extent and involvement of each team member and/or external parties. Upon request, teams are required to provide reasonable evidence that all external assistance involved with the development of the submission was limited to consulting/advising (i.e. teams must demonstrate that they are the primary founders of the business concept). Teams who are found to be competing in the competition through the proxy of the role as an undergraduate student, for an organization for which they took no role in founding, will be disqualified

## V. Final Notes

- a) The QEC takes pride in its integrity as an organization, and expects participants to abide by the aforementioned policies and to act honestly, fairly, and ethically. We acknowledge that no set of rules, however thorough, can address every possible circumstance; therefore, in order to ensure a level playing field for all of our competitors, the QEC executive committee reserves the right to disqualify and team should we deem its behavior to be in violation of the letter or spirit of the QEC.
- b) Winning teams will be required to submit tax information, as winnings are subject to Canadian income tax.
- c) In submitting an entry to the QEC, the participant acknowledges the understanding and acceptance of the rules and terms outlined in this document.
- d) The QEC reserves the right to modify any aspect of the competition as appropriate at any time.

*For all inquiries regarding the QEC Rules and Regulations, please*

*contact [info@theqec.com](mailto:info@theqec.com) for more information.*



## **Thank you!**

Thank you for taking the time to read through this document and for your understanding and acceptance of all the policies outlined within it. We are looking forward to your submission, and your contribution to the continued spirit of the QEC community.

Sincerely,

Ganesha Thirumurthi & Aayush Goel

QEC Co-Chairs

