

# CXO ROUNDTABLE

## PARTICIPANT GUIDELINES & EVENT INFORMATION

### 1. Eligibility

Only currently enrolled college students are eligible to participate, Rules and Requirements sections of this must directly match the official event guidelines provided in the PDF to ensure consistency and avoid any confusion or contradiction.

### 2. Team Size

Each team must consist of **4–5 members**, subject to the college-approved participant rules.

### 3. Registration Requirements

Participants must complete the official registration process and provide the required participant and team details. Team composition and registration status will be verified before entry.

### 4. Event Format & Rounds

The activity follows a team-based business case format:

- Business case disclosure
- Team preparation and discussion
- Final team presentation
- Evaluation by judges
- Score verification and result announcement

There is **no Mid-Evaluation round** and no individual C-Suite role assignment under the current SOP.

### 5. Detailed Rules & Guidelines

- After receiving the case, teams may discuss it only with their own team members.
- No outside person may provide ideas, answers, or assistance during preparation.
- Every team member must contribute verbally during the final presentation.
- Teams must follow the preparation and presentation time limits announced by the moderator.
- Participants must maintain professional and respectful conduct throughout the event.
- The moderator controls the official sequence and time announcements.
- No internet access, mobile data, or external online assistance is permitted during the preparation and competition.
- Participants must not use phones or other devices for internet browsing, searching, or obtaining outside assistance.

### 6. Evaluation / Judging Criteria

| Criterion                       | Marks | Judges Evaluate                                                                      |
|---------------------------------|-------|--------------------------------------------------------------------------------------|
| Problem Identification          | 10    | Clarity and correctness in identifying the main business problem.                    |
| Analysis & Reasoning            | 10    | Quality of analysis, logic, facts/assumptions and case understanding.                |
| Proposed Solution               | 10    | Relevance, creativity, practicality and quality of the solution.                     |
| Implementation Plan             | 10    | Execution, priorities, resources and action steps.                                   |
| Expected Outcome & Presentation | 10    | Expected business impact, clarity, teamwork, communication and presentation quality. |
| TOTAL                           | 50    |                                                                                      |

**CEO Question Bonus:** A separate +2 bonus may be awarded if the CEO correctly and meaningfully answers the designated judge/moderator question. Maximum score: **52 marks**.

## 7. Time Limits

Participants must strictly follow the preparation and presentation time announced by the moderator. The exact case-release and preparation duration must match the final college-approved event instructions.

## 8. Participant Requirements

Participants must carry their valid College ID Card and only the materials permitted by the final event instructions. The event team will arrange official event equipment and materials as applicable, including presentation/AV equipment, timers, registration materials, and other operational items.

## 9. Submission Requirements

If answer sheets, presentation materials, or other required documents are issued during the event, teams must submit them as instructed by the moderator/event team. Required sheets may be collected after preparation.

## 10. Disqualification Criteria

- Providing or receiving unauthorized outside assistance.
- Serious violation of event rules or moderator instructions.
- Serious misconduct or disruptive behavior.
- Failure to comply with participation or presentation requirements.

Depending on the seriousness of the violation, the faculty/event authority may issue a warning, deduct marks, or disqualify a team.

## 11. Important Instructions / Restrictions

- Work only with registered team members during the preparation period.
- Do not seek outside help after the case is released.
- Every team member must speak during the final presentation.
- Respect the announced timings and instructions.
- Maintain professional behavior toward judges, faculty, volunteers and other participants.
- Any dispute regarding eligibility, rules or scoring must be referred to the faculty/event authority.

## 12. FAQs / Common Participant Queries

### **Q. Can a team have fewer or more than 4–5 members?**

Only if specifically permitted by the college/event authority.

### **Q. Can we take help from someone outside our team?**

No. Outside assistance is not permitted during team preparation.

### **Q. Does every member have to speak?**

Yes. Every team member must contribute verbally during the final presentation.

### **Q. Is there a Mid-Evaluation round?**

No. The current SOP removes the Mid-Evaluation stage.

### **Q. How are teams evaluated?**

Five criteria are scored out of 10 each, for a 50-mark core evaluation, with a possible separate +2 CEO bonus.

### **Q. What happens in case of a rule dispute or scoring issue?**

The matter should be referred to the faculty/event authority.

## **Participant Reminder**

Please report on time, follow the moderator's instructions, work collaboratively with your team, respect the time limits, and ensure that every team member participates in the final presentation.

### **FOR ANY QUERIES OR CLARIFICATIONS, PLEASE CONTACT:**

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**“Lead with Vision, Decide with Confidence”**