



National Competitions Guidelines

(Finance, Human Resources, Marketing, QuickBooks)

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Competition Overview and Scoring Rubrics

- [National Finance Competition Overview & Rubrics](#)
- [National Human Resources Competition Overview & Rubrics](#)
- [National Marketing Competition Overview & Rubrics](#)
- [National QuickBooks Competition Overview & Rubrics](#)

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2020-2021 NATIONAL COMPETITION GUIDELINES

Description

National Competitions are fantastic opportunities for firms to showcase departmental work for a chance to gain recognition for the firm's hard work and accomplishments throughout the year. This year's National Competitions include:

- National Finance Competition
- National Human Resources Competition
- National Marketing Competition
- National QBO Competition

Eligibility

All high school teams participating in VE are eligible to compete in the written submission round of the National Competitions. All participants must be current student-employees of the registered VE firm and all employees are encouraged to contribute in preparing written submissions for each competition. In order to qualify for the National Finals, a VE firm must advance through Round 1: Written Submission and Round 2: Pre-Recorded Oral Presentation.

Guidelines & Qualifications

Round 1: Written Submission:

- Submit written document as a single .pdf through the Competitions Manager by **January 15th**
- Rubric and judging criteria are outlined on the written submission overview section for each competition
- Teams that do not advance to the next round will receive feedback on their submissions
- Qualifying firms will be notified on February 1st for their advancement to Round 2

Round 2: Pre-Recorded Oral Presentation:

- Submit as a mov, mpeg4, mp4, webm, or m4v through the Competitions Manager by **February 18th**
- A team of 1-4 employees from the company will deliver a pre-recorded oral presentation addressing the contents from the oral presentation rubric in 5 minutes or less
- Rubric and judging criteria are outlined on the oral presentation overview section for each competition
 - *Recommendations: Participating firms can practice oral presentations by coordinating a time to present to teachers, school administrators, partners or mentors who can pose questions to simulate the Q&A experience. These responses should be incorporated into the pre-recorded presentations to enhance the quality of the oral presentation.*
 - Presentation slides should be readable, and all presenters should be visible when speaking.
- Teams that do not advance to the next round will receive feedback on their submissions
- Qualifying firms will be notified on March 15th for their advancement to the National Finals

National Finals: Live Online Oral Presentation and Q&A:

- Submit presentation slides as a single .pdf file through the Competitions Manager and register for a presentation time slot by **April 2nd**
- Rubric and judging criteria are outlined on the oral presentation overview section for each competition
- A team of 1-4 employees from the company will have up to 5 minutes to deliver an oral presentation ONLINE using a video conferencing program addressing the contents from the oral presentation rubric. The presentation will be followed by 5 minutes of Q&A with the judges.
 - Teams should be prepared to share their screen to present their presentation slides.
 - Presentation slides should be readable, and all presenters should be visible when speaking.

Rubrics for each competition can be found using the following path:
[Hub / Curriculum / Competitions & Events / Competition Rubrics](#)



CODE OF CONDUCT

RULES OF CONDUCT

Team members are expected to conduct themselves in a professional manner and to exhibit good sportsmanship. This means that every courtesy, both in speaking and behavior, should be extended to all team members, advisors, faculty members, judges and dignitaries at the competition. Any action that distracts or interferes is to be avoided.

DRESS CODE

All team members are expected to dress in standard business or professional attire for all competition events. Casual clothing is not acceptable. Males are expected to wear suits or sport coats and ties. Females are expected to wear dresses or suits.

GOOD SPORTSMANSHIP

The traditional value of sportsmanship needs to be given thought and attention. It is expected that all teams and their members demonstrate good sportsmanship by showing respect for yourself, your teammates, your opponents and the judges. A part of sportsmanship is playing clean and handling both winning and losing with style and dignity. Sportsmanship can have a positive influence on everyone. Good sportsmanship suggestions include:

- Abide by the rules of the competition.
- Share in the responsibilities of your team.
- Keep communication positive and enthusiastic even if your team loses.
- Respect the effort made by other teams.
- Applaud good performance no matter who gives it.
- Cheer your teammates with positive statements.
- When officials make a decision, accept it gracefully even if it goes against you.

PHOTOGRAPHY & VIDEOTAPING

- For teams advancing to finals, the Photo and Video Consent Forms (found on page 6) must be submitted as a single PDF file when registering for the National Finals on April 2nd.
- Advisors are allowed to photograph, videotape, or record their team's presentations at the competition as long as it does not interfere with the judges or presenting team.
- You are NOT allowed to photograph, videotape, or record another team's presentation.
- Some presentations will be recorded by VE to be made available within the VE LMS and on the VE website. Teams that qualify for the National Finals understand that video of their presentation AND their written submission may be made available to the network as exemplars in the following years.

SIGNED ETHICS AGREEMENT

The firm's written submission, slide and oral presentation must reflect the original work of current students from the VE firm.

Disqualification for plagiarism can occur before, during, or after the competition. Submissions or presentations that are not original and different from the work of previous years will be disqualified from the competition. It is, however, understood that financial history and other historical facts regarding the company will be consistent with prior years.

Teams advancing to the finals, must complete the Ethics Agreement (found on page 5) and have all participants sign their acknowledgement that all work is the current firm's original work, and he/she understands that disqualification will result from plagiarizing past work. The ethics agreement, signed by the School Principal, Coordinator, and all team members, must be uploaded with the registration form as a single PDF file on April 2nd.

TECHNOLOGY

Teams may use any presentation software, video and/or other visual aids. A digital copy of the presentation slides must be uploaded to the Competitions Manager. Since all 2020-21 National Competition presentations will be made using video conferencing tools, teams are advised to ensure all presenters have access to the presentation and can do so without assistance.



ORAL PRESENTATION TIPS

The following guidelines will assist teams' preparation for the National Competition presentations.

REVIEW

- Rubrics for competition submissions are available in the VE Hub ([Hub / Curriculum / Competitions & Events](#)).

PRACTICE, PRACTICE, PRACTICE

- Practice your presentation in three ways: individually, as a team, and in front of an audience.
- *Individually*: Each team member should review their presentation to make certain that it makes sense. Rehearse in front of a mirror, your parents and friends. This helps you to feel confident and find your style.
- *As a Team*: Rehearse your presentation as a team multiple times. If you choose to present your screen to share your slideshow, be sure to practice this each time so that it becomes a seamless part of your presentation. Critique each other constructively.
- *In Front of an Audience*: Present your business plan to others. This helps your team to become comfortable in front of "strangers," develop "eye contact" skills, and receive valuable recommendations to improve your presentations.
 - Some people who can be included in your audience are VE colleagues, teachers, principal and business partners.
 - If possible, request that members of your audience read your written submission and develop questions to be posed to your team after your presentation.
 - It is strongly recommended that the team work with an industry coach/partner who can provide valuable professional guidance.

ONLINE PRESENTATION GUIDELINES

- Teams may use slide presentations and other visual aids. Teams must devise a system for screen sharing during the video conference (e.g., one person shares for all presenters, etc.)
- Teachers may join the video conference, but may NOT interact with student team members once they enter the presentation breakout room and may NOT assist student participants in any way. Any attempt to communicate, or any form of communication with team members, or judges, will result in a penalty or disqualification.
- Teams are allowed to greet judges upon entering the competition room.
- To prevent distractions, individuals will NOT be allowed to enter or exit a breakout room once a presentation begins.
- Team members must wait until the moderator welcomes them and invites them to start their presentation.
- Questions asked by the judges will be directed to the team.

ONLINE PRESENTATION TIPS

- **Background & Lighting**: Steer away from distracting backgrounds or create a custom background. Ensure your webcam is framed correctly, make eye contact, and set up in an area with good lighting.
- **Noise**: Ensure you are in a setting without any noise or background sounds. Mute yourself during the times you are not speaking.
- **Setting**: If you are presenting from a classroom setting (students together in-person in a classroom), practice projecting your voice to ensure judges can hear each presenter.
- **Connectivity**: Test out your internet connection by conducting a few test runs with your teammates prior to the presentation. Stay close to your router if you have had connectivity issues in the past.

SUGGESTED WEBSITES

- Public speaking:
 - <https://www.impactfactory.com/library/public-speaking-art-speech-making>
 - <https://www.aresearchguide.com/3tips.html>
- Video conferencing etiquette:
 - <https://www.owllabs.com/blog/video-conferencing-etiquette>
 - <https://blog.flock.com/video-conferencing-etiquette>



ETHICS AGREEMENT

Submit by April 2nd for teams advancing to National Finals

Instructions

Instructions Ethics agreement, signed by School Principal, Coordinator, and all team members, must be uploaded to the registration form.

The firm's written submission, slide and oral presentation must reflect the original work of current students from the VE firm. Disqualification for plagiarism can occur before, during, or after the competition. I understand that slides and presentations will be reviewed before the competition.

Submissions that are not original and different from the work of previous years will be disqualified from the National Competition. It is, however, understood that financial history and other historical facts regarding the company will be consistent with prior years.

Please have all listed parties print and sign their acknowledgement that all work is the current firm's original work, and he/she understands that disqualification will result from plagiarizing past work.

Please print

Firm Name _____

School Name _____

School Address, City, State, Zip _____

Principal Name (print)	Signature
Coordinator Name (print)	Signature
Team Member 1 Name (print)	Signature
Team Member 2 Name (print)	Signature
Team Member 3 Name (print)	Signature
Team Member 4 Name (print)	Signature

Digital signatures are acceptable.



PHOTO AND VIDEO CONSENT FORM

Submit by April 2nd for teams advancing to National Finals

122 Amsterdam Avenue New York, NY 10023 • P: 212-769-2710 • F: 212-799-7528 • E: vei@veinternational.org

CONSENT TO PHOTOGRAPH, FILM, OR VIDEOTAPE A STUDENT FOR A NON-PROFIT PURPOSE (E.G., EDUCATION, PUBLIC SERVICE OR HEALTH AWARENESS PURPOSES)

NAME OF STUDENT (*PLEASE TYPE OR PRINT LEGIBLY*)

SCHOOL

CLASS

I, (*PLEASE PRINT*) _____, hereby consent to the taking of
(*PARENT/GUARDIAN*)

photographs and video of my child by Virtual Enterprises International (“**VE**”).

I also grant VE a non-exclusive, royalty-free, perpetual, transferable, irrevocable and fully sub-licensable right to use, copy, transmit, edit, distribute, display and publish said products in any form, media, technology, for any purpose including developing, distributing and promoting VE and its educational programming, materials and services.

I also release VE, and its agents and employees, from all claims, demands, & liabilities whatsoever in connection with the above.

SIGNATURE OF PARENT/GUARDIAN

DATE

TEL. # OF PARENT/GUARDIAN

ADDRESS OF PARENT/GUARDIAN