

**HKICPA Accounting and Business Management Case Competition 2014-2015**  
**Important Notes for Merit Teams**

Venue: HKICPA Auditorium, 27/F, Wu Chung House, 213 Queen's Road East, Wanchai

<b>Time</b>	<b>Activities</b>
<b>8:40 a.m.</b>	<b><i>Merit teams arrive at venue</i></b>
9:30 a.m. – 9:45 a.m.	Opening and introduction
9:45 a.m. – 10:10 a.m.	1 <sup>st</sup> team presentation and 5 mins Q&A and short break
10:10 a.m. – 10:35 a.m.	2 <sup>nd</sup> team presentation and 5 mins Q&A and short break
10:35 a.m. – 11:00 a.m.	3 <sup>rd</sup> team presentation and 5 mins Q&A and short break
11:00 a.m. – 11:15 a.m.	Break
11:15 a.m. – 11:40 a.m.	4 <sup>th</sup> team presentation and 5 mins Q&A and short break
11:40 a.m. – 12:05 p.m.	5 <sup>th</sup> team presentation and 5 mins Q&A and short break
12:05 p.m. – 12:30 p.m.	6 <sup>th</sup> team presentation and 5 mins Q&A and short break
12:30 p.m. – 1:40 p.m.	Recess for adjudication panel to review and discuss results
	Refreshment break
1:45 p.m. – End	Prize Presentation Ceremony

**Before oral presentation**

1. You must arrive at the venue by 8:40 a.m. to attend a briefing.
2. When you register at our reception, get your name badge and a briefing note.
3. The order of presentation sequence is decided by drawing lots. Team leader will represent the team to draw the sequence of presentation.
4. Due to time limitation, each team is only allowed 3-minute for computer testing at maximum.
5. The 6<sup>th</sup> presenting team will have the computer test first and the 1<sup>st</sup> presenting team will leave the computer on stage before the competition starts.

**Oral presentation (9:30 a.m. to 12:30 p.m.)**

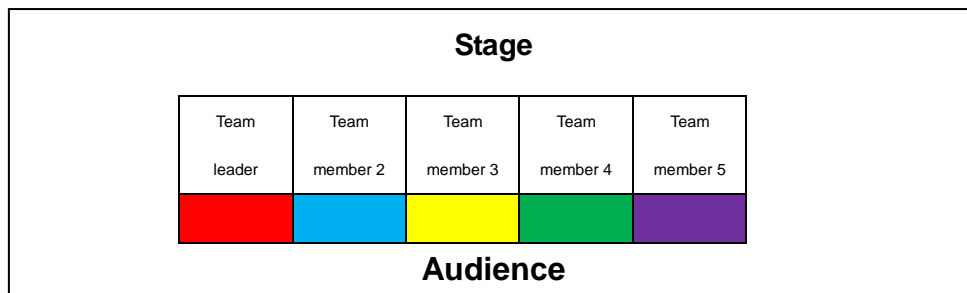
1. Please **do not wear school uniform** on Oral Presentation Day. Dress code is business attire.
2. Except the team which is the next presentation team, all of the other teams who haven't presented should stay in the waiting room.
3. Inside the waiting room, all students are required to turn off their mobile phone. And when you have to leave the room, you have to hand over the phone to our colleague.
4. To be fair to each team, **Team Number** instead of your school name will be used for all communications.

5. Get prepared for the presentation

- From the waiting room to the stage, you should bring along your valuable personal belongings.

6. During presentation

- Each member of the team will be given a name badge with a specific colour. Every team is required to stand on the stage in the following order when they introduce themselves at the beginning of the presentation so that the judges will be able to identify each team member:



<b>Team no</b>	Yau Hiu Yan*	Ko Kai Yam	Li Hui Juan	Li Kai Yi	Qiu Yi Jing
<b>S014</b>					

<b>Team no</b>	Yau Chi Lam Shirley*	Cheung Man Ching Becky	Tung Chi Yuen Steven	Wong Sin Mai Jodie
<b>S019</b>				

<b>Team no</b>	Tsui Ka Yee Carrie*	Chow Hiu Yan Janet	Li Ka Ying Brookie
<b>S031</b>			

<b>Team no</b>	Sin Wu Hei Jeffy*	Chan Tsz Man Jasmine	Chau Yun Hang Mark	Tse Kit Ning Nancy	Yeung Nim Yan Irene
<b>S038</b>					

<b>Team no</b>	Lee Ho Suet *	Chan Lok Yi	Lai Cheuk Ying	Ning Angela	Tang Yik Lun
<b>S077</b>					

<b>Team no</b>	Chow Wai Yin*	Hui Shing Chi	Ng Wai Lun	Wang Tsz Him
<b>S078</b>				

\*Team leader

- HKICPA staff will set-up the laptop and open your PowerPoint when you are on stage.
- You should introduce yourself when the MC says: "Team (No.), please introduce yourself to the audience." Please give your full name (e.g. Chan Tai Man, Andy) when introducing yourself. You are **NOT ALLOWED** to disclose your school name to the audience and adjudicators, otherwise marks will be deducted.

- You could start your presentation when the MC says "Team (No.), you can start now." HKICPA staff will set the timer – 15 mins count down.
- HKICPA staff will put up the "3 minutes' left" notice to remind you that there are only 3 minutes left.
- MC will stop you when time's up.
- After the oral presentation, MC will invite questions from the adjudicators and our staff will time the Q&A session (5 mins) manually. HKICPA staff will put up the "1 minute left" notice to remind you when there is only 1 minute left.
- If the adjudicators have already raised the last question, you still need to answer it even though time's up.
- After the Q&A session, you may stay and enjoy other teams' presentation.

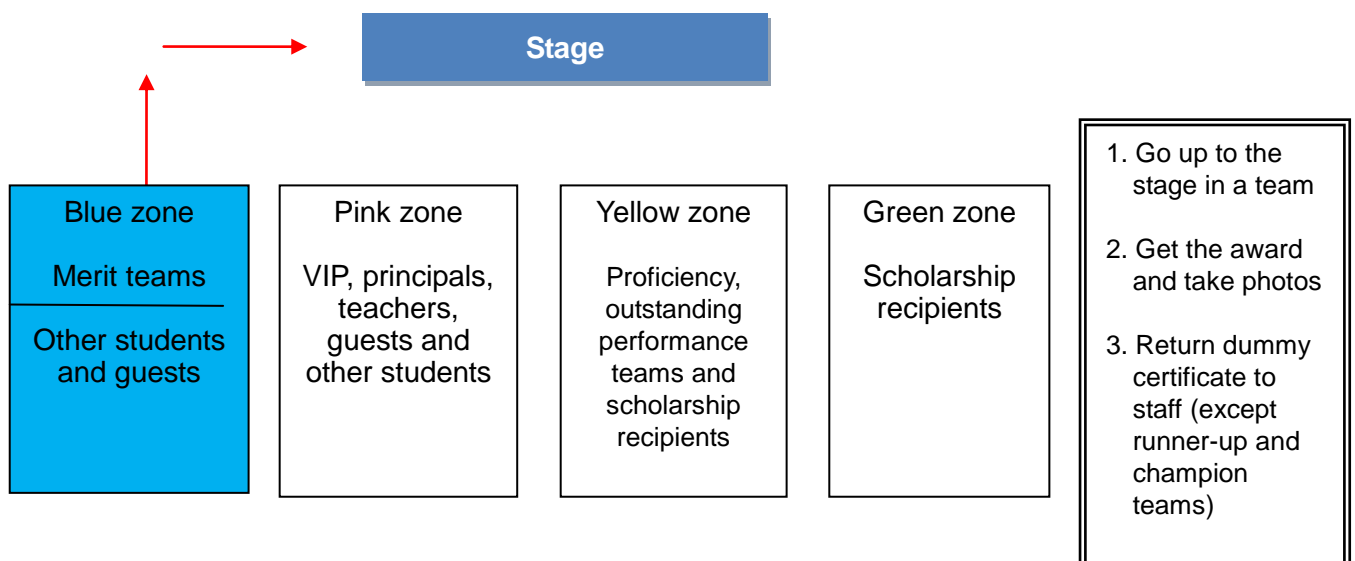
### **Break (12:30 p.m. to 1:40 p.m.)**

1. Simple lunch with sandwiches and drinks will be available.
2. Please make yourself available for a briefing of the prize presentation ceremony **at 1:15 p.m. at the auditorium.**

### **Prize presentation ceremony (From 2:00 p.m.)**

- You will be arranged to sit in the **BLUE** zone as indicated below.
- When your team is called to receive the award, please go up to the stage together with your team members.
- You will be asked to take a group photo with other guests during the group photo taking session near the end of the ceremony. Please bring along your trophies when you go up the stage to take the group photo.

### **Seating zone**



### **After the ceremony**

- You may stay and enjoy the tea reception after the ceremony.