

INTER COLLEGIATE BUSINESS COMPETITION

2025/2026



COMPETITION RULES

LAST MODIFIED: September 30, 2025

ACKNOWLEDGEMENT OF TERRITORY

Queen's University is situated in the traditional Anishinaabe and Haudenosaunee Territory. To acknowledge this traditional territory is to recognize its longer history, one predating the establishment of the earliest European colonies. It is also to acknowledge this territory's significance for the Indigenous peoples who lived, and continue to live, upon it – people whose practices and spiritualities were tied to the land and continue to develop in relationship to the territory and its other inhabitants today. The Kingston Indigenous community continues to reflect the area's Anishinaabek and Haudenosaunee roots. There is also a significant Métis community and there are First Peoples from other Nations across Turtle Island present here today.

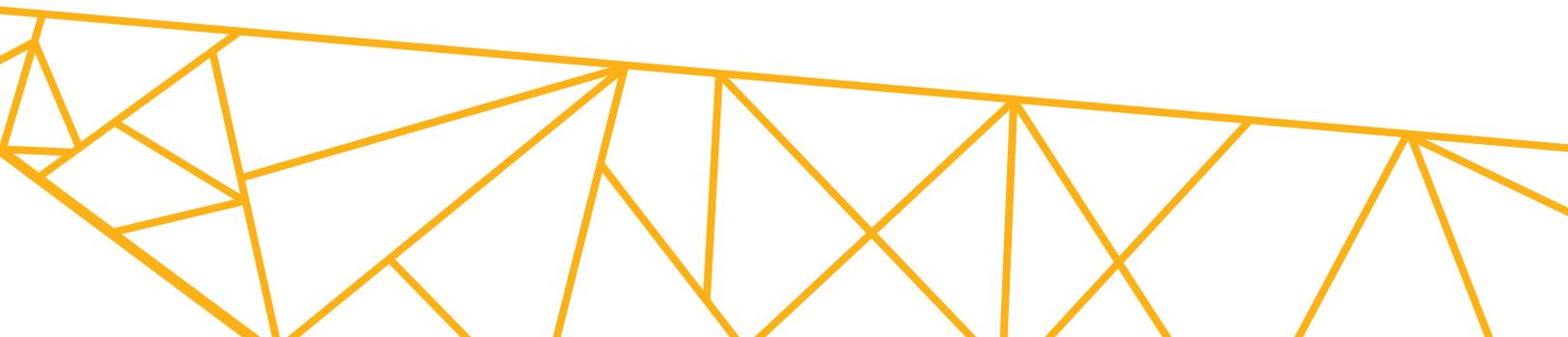


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Introduction

This rules document contains the official rules for the Inter-Collegiate Business Competition (hereby referred to as I.C.B.C.). It is understood and expected that all participants (competitors, faculty advisors, observers, etc.) will familiarize themselves with and abide by the following rules and guidelines. Furthermore, I.C.B.C. reserves the right to modify or update these rules prior to the competition. Please read each of the following rules carefully.

Eligibility

Note: A simplified eligibility questionnaire can be found within the Appendix at the end of the rules document.

1. The competition is open to all universities, colleges, or other institutions that offer an undergraduate business program (or equivalent as deemed by I.C.B.C.). The competitors must meet the following eligibility criteria:
 - 1.1. Must be full-time undergraduate students as defined by the post-secondary institution that they are attending in the same term as the I.C.B.C. Preliminary Round;
 - 1.1.1. I.C.B.C. holds the right to determine equivalency to a Canadian undergraduate degree, and reserves the right to consult, among others, international exchange offices and program directors, when determining the relative level of education equivalency.
 - 1.2. Must be completing their first (1st) undergraduate degree in business, and have not started any Graduate, Masters, or higher-level program in any field;
 - 1.3. Must not have previously qualified for I.C.B.C. Final Weekend in their respective competition stream; and
 - 1.4. May not compete in more than one (1) I.C.B.C. competition stream in a given year.
 - 1.4.1. The sole exception to this rule is the Debate event. A Preliminary Round competitor who did not qualify for Final Weekend may still compete in the Debate event.
2. I.C.B.C. reserves the right to request proof of eligibility. All competitors are required to provide proof of enrolment (i.e. transcript, etc.) prior to the Preliminary Round submission deadline. I.C.B.C. will communicate details (i.e. date and method) pertaining to proof of enrolment submission.

Team Composition

3. Teams are to be comprised of, at maximum, two (2) students per team in the following events: Accounting, Finance, Ethics/HR, and Marketing
4. Teams are to be comprised of, at maximum, three (3) students per team in the Business Policy event.
5. Schools may modify their competing students up to the official start date of the Preliminary Round, at which point no alternative or substitute competitors are permitted, unless granted under extenuating circumstances.
 - 5.1. I.C.B.C. reserves the right to request documentation to verify extenuating circumstances, and holds the right to accept or reject any substitute requests.

The Competition Structure

6. I.C.B.C. consists of two (2) competition rounds: Preliminary Round and Final Weekend.
7. The Preliminary Round includes the following 5 events: Accounting, Finance, Business Policy, Ethics/HR, and Marketing.
8. Invitations to Final Weekend will be extended to the Top Six (6) teams in all streams.
 - 8.1. The **sole exception** is Business Policy, where the Top Eight (8) teams will advance
 - 8.2 In the event a team or school faces extenuating circumstances and is unable to attend Final Weekend, an invitation will be extended to the 7th and 8th team in the respective Preliminary Round stream (after which no new invitations will be sent).
9. I.C.B.C. Final Weekend is to be held annually at the Smith School of Business at Queen's University. Exact dates for this year are as follows:
 - 9.1 Preliminary Round: October 12 - 26, 2025
 - 9.2 Final Weekend: January 9 - 11, 2026

Preliminary Round Rules

General

10. The Preliminary Round consists of a video-recorded response of a slide presentation, which is to be electronically submitted to the digital platform specified by I.C.B.C.
11. The Preliminary Round will run according to the dates and times specified by I.C.B.C. No modifications or requests for accommodation to this timeline will be permitted.
12. No person shall be permitted to view or commence Preliminary Round cases prior to the official start date and time, even if cases arrive prior to the official start date. Doing so will result in immediate disqualification from the competition.
13. Prior to viewing their case, competitors must read, abide by, and sign the “Pre-Case Ethical Standards and Guidelines” form. Failure to do so will result in immediate disqualification from the competition.
14. No person other than the competing team is permitted to read the case, any intermediate analysis, or the submission until the Preliminary Round Submission deadline has passed.
15. As per copyright guidelines, cases are to be used solely for I.C.B.C. purposes, unless otherwise indicated. To purchase access to a case, please contact I.C.B.C.

External Aids

16. Each competing team is on its own, and is not to request or receive advice, from any other person or entity on how to proceed with the report. For example, a faculty advisor is NOT permitted to aid their team in any manner.
17. The Preliminary Round case carries an open-style format. Competitors are permitted to use any outside resources that the reasonable and typical undergraduate student would be able to access.
 - 17.1. I.C.B.C. reserves the right to interpret and define reasonable access, along with question outside reference sourcing. Should one be unsure of the eligibility of their source, please contact I.C.B.C.
 - 17.1.1. As general guidelines, password protected databases (other than I.C.B.C. databases), generative AI (e.g. ChatGPT), and subscriptions provided by school libraries are **not** permitted.
 - 17.1.2. Note: Misuse or distribution of material from the I.C.B.C. Case or Video databases will result in immediate disqualification of the individual, team, and/or school. The exact consequence will be determined by I.C.B.C. upon evaluation of the severity of infraction.

- 17.2. Please note that citations of the I.C.B.C. case are not necessary.
- 17.3. As I.C.B.C. is case driven, most (if not all) information used in Preliminary Round submission should be from the case itself. External sources should only be used to supplement material from the case.

18. Competitors and their submissions are to be in accordance with the academic integrity guidelines of their school, as well as the host school, Smith School of Business (https://smith.queensu.ca/about/academic_integrity/).

Presentation Formatting & Submission Guidelines

19. The Preliminary Round submission shall contain the following components:

- 19.1. A video-recorded case presentation, where all competitors are present on screen in a video conference format (ie. Zoom, Google Meet etc.) at all times with the following guidelines:
 - 19.1.1. be no more than fifteen (15) minutes in length,
 - 19.1.2. have all team members present; and
 - 19.1.3. include one clear-cut video.
 - 19.1.4. no editing software is permitted.
 - 19.1.5. competitors must be wearing business formal attire.
- 19.2. A PDF document of the slide presentation with the following guidelines:
 - 19.2.1. I.C.B.C. Cover Slide – Max. One (1) Slide
 - 19.2.1.1. The I.C.B.C. Cover Slide is provided by I.C.B.C. It is to be included at the front of the slide and include the following: school name, competitor names, and the respective competition stream.
Competitors may not present this slide. Those who do will face a point deduction.
 - 19.2.2. Title Page – Max. One (1) Slide
 - 19.2.2.1. The title page should concisely state the issue of the report and specify any individual or group to whom the report is addressed.
 - 19.2.3. Table of Contents – Max. One (1) Slide
 - 19.2.4. Executive Summary – Max One (1) Slide
 - 19.2.5. Body Slides Max. Seven (7) Slides
 - 19.2.5.1. It is recommended to include an Introduction, Problem Analysis, Alternatives, Recommendation & Implementation, Risk and Mitigation, and Conclusion
 - 19.2.6. Include no slide transition effects,
 - 19.2.7. Have page numbers in the top right corner of the slides,
 - 19.2.8. Be in minimum font size of ten (10) points.

19.3. Exhibits – Max. Five (5) Pages

19.3.1. Note: Exhibits are submitted as a separate PDF document. If endnotes and citations are required, they should be included at the end of the submission in MLA, APA, Chicago, and other standard formats (so long as the usage of a common style is consistent). *Please note that the sole exception to these guidelines is any Exhibits which have their own formatting guidelines below in section 22.*

20. The slides presented in the video recording must match the slides submitted as a separate file, with exception of the cover slide. No edits should be made between filming and submission.

21. Any information that may identify competitors or their competing schools (i.e. school name, surname, city/country name) shall **ONLY** appear on the I.C.B.C. Cover Sheet. However, first names are permitted throughout the slide presentation itself.

22. All included exhibits must abide by the following guidelines:

22.1. Typed with a minimum size of at least ten (10) point font.

22.1.1. This includes any images pasted into the submission, tables, graphs, etc.;

22.2. Any text must be in bullet form, with no more than fifty (50) words per bullet or four (4) lines at a time, whichever is smaller (includes within tables, graphs, etc.).

22.3. Landscape exhibits are permitted; however, they must be included in the submitted exhibit report.

23. In the case of failure to abide by Formatting and Submission Guidelines, I.C.B.C. reserves the right to:

23.1. Penalize submissions;

23.1.1. I.C.B.C. reserves the right to deduct points, implement a drop in rank, or disqualification depending on the frequency and severity of infractions.

23.2. Modify existing submissions to ensure that they meet Formatting and Submission Guidelines.

Submission Instructions:

24. Case Submissions (Video, Slides, Exhibits) are to be submitted electronically in a method provided by I.C.B.C.

25. Submissions must be received before the Preliminary Round Submission Deadline. No exceptions will be made, and I.C.B.C. bears no responsibility for technological difficulties or errors.
26. Submissions must be submitted in BOTH PowerPoint (ppt.) and PDF format.
27. All documents must be named abiding by the following format: "School Name _Competition Stream".

Basis for Determining Invitations to Final Weekend

28. I.C.B.C. Preliminary Round Judges (including, but not limited to, Queen's Undergraduate and Post-Graduate Professors and Industry Professionals) will review submissions in each of their respective streams;
 - 28.1. I.C.B.C. Judge identities will be kept anonymous prior to grading and deliberation.
29. Preliminary Round Judges will assign a mark out of one hundred (100) possible points to each submission and then rank each submission relative to the others submitted in the same competition stream;
 - 29.1. Marks will be allocated and deducted at the discretion of the Judges, dependent on the major issues of the case and the analysis required.

Basis for Determining Debate Participants

30. Each team will be given points based on their ranking in each event in the Preliminary Round. The point allocation is as such:
 - 30.1. 1st Place Finish in a Preliminary Round Stream – Seven (7) Points
 - 30.2. 2nd Place Finish in a Preliminary Round Stream – Six (6) Points
 - 30.3. 3rd Place Finish in a Preliminary Round Stream – Five (5) Points
 - 30.4. 4th Place Finish in a Preliminary Round Stream – Four (4) Points
 - 30.5. 5th Place Finish in a Preliminary Round Stream – Three (3) Points
 - 30.6. 6th Place Finish in a Preliminary Round Stream – Two (2) Points
 - 30.7. Additional Participation in a Preliminary Round Stream (i.e. did not place) – One (1) Point
31. The Top Six (6) teams in aggregate points will be invited to bring a debating team to the Final Round.

Results Announcement

32. Results of the Preliminary Round will be announced on a date and time set by I.C.B.C.
33. Results will be released on official I.C.B.C. official social media accounts as well as through email, subject to the discretion of I.C.B.C.
34. Results will be announced in a random order, and the order in which schools are announced bears no reference to their Preliminary Round ranking

Preliminary Round Feedback

35. Feedback comments from Judges will be emailed out on a rolling basis following the results announcement.
36. Comments made by Preliminary Round Judges will not display school rank, and I.C.B.C. reserves the right to deny requests for rank information in order to maintain equal standing going into Final Weekend.

Final Weekend Rules

General

37. Competitors must have competed in and have met the eligibility criteria for the Preliminary Round of the competition.
 - 37.1. I.C.B.C. reserves the right to grant exceptions to this rule in extenuating circumstances (i.e. severe illness or death of a competitor prior to the competition).
38. Formal business attire is required for all presentations .
39. Presentations and debates are to be held in Goodes Hall classrooms, other buildings on Queen's campus or in local Kingston venues (subject to availability), with the exact presentation room information communicated to schools a minimum of 24 hours prior to the Opening Banquet by I.C.B.C.
40. Competitors are absolutely NOT permitted to mention their full name (first name is permitted), school name or make any reference to their school in presentations AND any presentation materials (i.e. PowerPoint Presentation slides).
 - 40.1. Before commencing their presentation, competitors will be introduced by their team number to the Judges. Nametags are to be removed prior to entering the presentation room;

- 40.2. In presentations, competitors may ONLY introduce themselves and their partner(s) by first name(s); and
- 40.3. Failure to abide by this rule seriously breaches competition rules. It will result in a 10-point deduction and an additional 30-point deduction upon the second infraction to their Final Round presentation. Presentations will be marked out of a total of 100 points

Preparation

41. Competitors will be assigned a preparation room on the Queen's University campus, with exact preparation rooms available at registration.
42. Competitors may bring personal laptops, physical textbooks, paper notes, and non-programmable calculators to their preparation room for their case analysis.
 - 42.1. Electronic files (i.e. pre-made PowerPoint templates, etc.) or non-I.C.B.C. USB drives (regardless of whether files are present or not) are not permitted; and
 - 42.2. There will be no exceptions to these rules.
43. Once the case has been received, and until they have exited the presentation room following the case presentation, competitors:
 - 43.1. Shall not speak with any Faculty Advisors or other teams regarding the case; and
 - 43.2. May use chalkboards, whiteboards, projectors, or TVs within presentation rooms. In the event that none are present, I.C.B.C. will provide blank, white paper.
44. Competitors will have 5.5 hours to prepare at Final Weekend.
45. Competitors are only allowed access to publicly-available information. They are prohibited from using:
 - 45.1. Password-protected databases other than the I.C.B.C. case database;
 - 45.2. Generative A.I. (i.e. ChatGPT, ChatSonic, etc.); and
 - 45.2. Resources and online databases that have been provided by their school (i.e. subscriptions to IBISWorld, Statista, etc. provided by your school library).
46. Presentation materials must be submitted to the digital submission platform specified by I.C.B.C. at least 0.5 hours (30 minutes) prior to the end of the preparation period. The digital submission platform will reflect this time requirement.
 - 46.1. All materials wishing to be presented on Presentation Room screens (i.e. PowerPoint presentations) must be submitted to the digital submission platform in BOTH .ppt (PowerPoint) and .pdf (PDF) formats.

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- 46.1.1. As per Rule 40, these materials must NOT feature competitor last names, school, and/or any other prohibited references to competitors (however, first name(s) and/or fictional consulting company are permitted);
 - 46.1.1.1. Failure to abide by this rule will result in the ban of said presentation materials from the presentation room.
 - 46.1.2. It is the responsibility of competitors to ensure that the correct files are uploaded to the digital submission platform. I.C.B.C. bears no responsibility for incorrect file upload or corrupt files.
47. Competitors must arrive at their designated presentation room 10 minutes prior to their scheduled presentation time. I.C.B.C. Executive Members or Volunteers have the right to direct competitors from their preparation rooms to their designated presentation room at this time.
48. In any Microsoft PowerPoint Presentations, competitors:
- 48.1. May have as many slides as desired;
 - 48.2. May use any fonts they choose, and may make cosmetic changes to their text (i.e. font size, colour, bold, underline, etc.);
 - 48.3. May not use animations. Please note that it is the competitor's responsibility to understand that slides will be uploaded as both PowerPoint and PDF files. The PDF will be used during the presentation, and Powerpoint files will only be used as a backup in the case that the PDF file does not work;
 - 48.4. May insert data from Microsoft Excel;
 - 48.5. May insert pictures, clipart and/or other media that is accessible and standard on Microsoft applications; and
 - 48.6. Are permitted to use the Drawing toolbar and Smart Art (i.e. circles, lines, etc.)
49. All cases may not be copied, distributed, sold, modified, reproduced, or used without the express permission of the copyright holders. Requests regarding any of the aforementioned are to be directed to I.C.B.C., and any unauthorized distribution of cases will be subject to penalty.

Presentation

50. Presenter full name and school identifiers must NOT be disclosed to Judges or sponsors until deliberation has concluded for the particular stream.

50.1. Judges or sponsors may see the schedule for the day of presentations, granted that there are no identifiers shown.

51. All presentations for all streams will be fifteen (15) minutes in length, followed by a five (5) minute question period during which the Judges may ask the competitors questions pertaining to the case and their presentation.

51.1. Competitors will be provided time warnings by an I.C.B.C. Room Host when ten (10) minutes, five (5) minutes, two (2) minutes, one (1) minute, thirty (30) seconds, and ten (10) seconds remain.

52. Immediately following the presentation period, the five (5) minute question period (Q&A) will commence. The structure of this period is up to Judges' discretion, however must remain relevant to the case and presentation.

52.1. When 1 minute remains in the question period, no new questions may be asked.

53. Upon completion of the question and answer period, the competing team and all observers will be directed outside the presentation room for Judges' deliberation. Judges will have eight (8) minutes to deliberate and four (4) minutes to provide feedback to competitors.

Feedback/Judges Debrief

73. Competitors will have the following opportunities to receive feedback from judges during Final Weekend:
- 73.1. After a given team completes their presentation, the Q&A period, and the judges have completed their evaluation, the team will be ushered back to receive feedback on their presentation;
 - 73.2. After all teams have completed their presentations within a given stream and the judges have finished deliberating, teams will be welcomed back to their stream presentation room for a verbal stream-specific feedback session.
 - 73.3. Judges will compile written stream-specific feedback, which will be sent to all teams after Final Weekend.
74. To maintain a positive I.C.B.C. experience for all:
- 74.1. Attendees shall not ask Judges for results, and Judges are instructed not to provide them;
 - 74.2. Competitors and Judges are not permitted to discuss the presentations and any feedback at other I.C.B.C. events; and
 - 74.3. The duration of feedback sessions will be made clear by I.C.B.C. prior to their commencement.

Presentation Room Rules

75. All presentation attendees must abide by the following presentation room rules for all eight (5) streams at Final Weekend:
- 75.1. All attendees are expected to follow the directions of the I.C.B.C. Executives or Volunteers within the presentation rooms;
 - 75.2. The I.C.B.C. Executive or Volunteer will direct guests when it is appropriate to enter and exit a room. There shall be no entry and/or exit of presentation rooms during a presentation or question and answer period, unless in the event of an emergency;
 - 75.3. Presentation rooms are to be technology-free zones during case presentations and the question period. Phones, laptops, and tablets must be turned off and left at the front of the room.
 - 75.4. All identification must be removed prior to entering the presentation rooms. Attendees must have nothing, and say nothing, to draw reference to a competing school or their identity;

- 75.5. Attendees must not communicate with the Judges until completion of the feedback session, nor make any comments or references that may influence the Judges;
- 75.6. It is strictly forbidden for an attendee to record, photograph, or film any I.C.B.C. presentation or debate, unless given permission by I.C.B.C.;
- 75.7. Competitors are only permitted to view presentations of others in the streams in which they did NOT participate (i.e. Finance Team #1 is not permitted to view the presentation of Finance Team #2 but may watch Marketing Team #2); and
- 75.8. I.C.B.C. reserves the ability to restrict an individual's right to view presentations in the case of failure to abide by these rules, along with penalizing their school's teams in the event of persistent presentation room rule infractions.

Results and Scoring

- 76. Final Weekend results in the form of the Top Three (3) teams in each stream will be announced at Final Banquet at the conclusion of I.C.B.C.
- 77. Final Banquet shall also include the announcement of the Co-Chairpersons Award, given to the school that demonstrates the most spirit and sportsmanship throughout the competition. The award is decided on by the I.C.B.C. Co-Chairpersons, and is presented to an entire school's delegation.
- 78. Judges will have complete discretion on their preferred method to judge presentations and debate, along with weightings associated to their criteria. Given that each case is unique in nature, I.C.B.C. does not mandate a standardized rubric. However, a sample guide rubric will be provided.

Rule of Appeal, Penalties and Non-Compliance

- 78. If at any point an attendee (competitor, faculty advisor, observer, etc.) believes that an infraction has been committed during the course of a Final Weekend presentation, they should report the infraction to the I.C.B.C. Info Desk within thirty (30) minutes of the presentation's completion.
- 79. Should a rule infraction occur, I.C.B.C. reserves the right to disqualify, enforce a drop-in rank (i.e. from Third Place (3rd) to Fourth Place (4th)), and/or penalize in another way that I.C.B.C. deems appropriate for the infraction, for any team in the competition.
- 80. I.C.B.C. also reserves the right to apply penalties to a team and/or school that does not maintain a reasonable standard of conduct (both professionally and in the spirit of the competition) at all competition venues and throughout all the events (this includes, but is not limited to, following competitor hotel policies and with respect to other attendees).

81. I.C.B.C. reserves the right to consult with external parties with regards to rules violations and penalties, including (but not limited to), Judges, faculty advisors, the I.C.B.C. Executive Team and Volunteers, and the Executive Director of the Commerce Program.

Use of Content from Competition

82. Upon completion of the Media Release Form, I.C.B.C. reserves the right to:

82.1. Record all presentations and take photos during preparation time, presentations and throughout all activities during Final Weekend, including:

82.1.1. Posting the presentation recordings of the top three teams from each stream onto the I.C.B.C. case/video database, which is only accessible by future I.C.B.C. competitors.

82.2. Use presentation slides as it sees fit after the competition, including but not limited to, providing them to corporate sponsors and using them as example presentations.

AppendixSimplified Competitor Eligibility Questionnaire

- Is the competitor an undergraduate student working towards an undergraduate degree (or equivalent) at your school? **Yes/No**
- Will the competitor be full-time student in the same semester as the Preliminary Round? **Yes/No**
- Is the competitor in their second (2nd) year or higher of their first (1st) undergraduate degree? **Yes/No**
- Do you agree with the statement: the competitor has not started or completed a Graduate, Masters, or Higher program? **Yes/No**
- Do you agree with the statement: the competitor has not qualified for Final Weekend in the past for the stream in which they are competing? **Yes/No**
- Do you agree with the statement: the competitor is not competing in another competition stream? **Yes/No**

RESULTS: If the answer was yes to ALL the previous 6 questions, the competitor is eligible. *If any of the answers to the questions above was no, then the competitor is not eligible for competition.*