



## IFAMA 2017 World Forum and Symposium Case Competition Registration Process

Miami, USA | June 17–21, 2017

### General Instructions

1. Each team will consist of 3 to 5 students and have an academic coach or have a senior student serving as team leader. The Coach or Team Leader will be responsible for the registration, and will be the point of contact for IFAMA. All communication will be directed to Coach / Team Leader and they will be responsible to share it with all team members.
2. Students and their coach will need to complete their regular conference registration.
3. The team and their coach / team leader / individual student must arrive in Miami by 3 PM Eastern on Saturday June 17 to attend the student reception scheduled late Saturday afternoon (check conference web site for a precise time TBA). A detailed conference schedule will be provided at this meeting.
4. Competition starts early on Sunday morning, following a precise timeline (provided on Saturday at the Student Reception).
  - a. Eliminary rounds will complete on Sunday. IFAMA is planning for a max of 36 competing teams, scheduled to compete in 3 streams with 2 sections each:
    - I. Undergraduate stream (max 1 Graduate student),
    - II. Intermediate Stream (Grad or Undergrad who may have already competed in the prior years),
    - III. Advanced Stream (normally Graduate students).
  - b. The winner of each section will advance to the final rounds held on Monday.
  - c. Final rounds will be a plenary event. There will be a winner and a second place for each Stream: Undergraduate, Intermediate, Advanced.  
Prizes will include a small monetary awards and internship opportunities for 2018.  
Specific details will be provided at the Student Reception on Saturday afternoon (also: watch for updates to the IFAMA Web Site)
  - d. Winning teams will be announced at the Presidential banquet on Wednesday evening.

### Registration Process

Registration opens February 1 and completed in three steps.

**STEP 1: Email Prof. Francesco Braga: [fbraga@ifama.org](mailto:fbraga@ifama.org) the following information**

#### Registration of a team.

- Name and email address of Team coach/ team leader / independent student.
- Name and complete address of University affiliation.

- For teams: name of Team members (names may be specified at a later date, not later than April 13), their academic status: graduate or undergraduate.
- Team members are responsible to complete their conference registration, not later than April 13.
- A coach / team leader may initially register a team without naming student members. See special instructions in step 3.

#### **Registration of an individual student.**

- Name and email address of the individual (unattached) student.
- Name and complete address of University affiliation.
- Academic status of the student: graduate or undergraduate.
- Independent students are responsible to complete their registration, not later than April 13.

#### **STEP 2: PAYMENT OF REGISTRATION DEPOSIT (NEW for 2017)**

Once the registration email is received, the coach / team leader or the independent student will receive a reply email with the instructions on how to pay the deposit that will guarantee their registration in the Case Competition.

This deposit is USD 1000 for a team and US 250 for an independent student.

The appropriate amount will be wired to IFAMA following the instructions that will be provided in the return email. No credit cards or checks can be used for this deposit.

#### **STEP 3: FINAL CONFIRMATION OF REGISTRATION**

Once IFAMA confirms receipt of the registration fee, a final confirmation email will be sent to the coach / team leader / independent student.

This will guarantee that a spot has been reserved for the team or independent student to compete in the Case Competition.

The deposit – net of banking charges if applicable - will be returned to the team coach / team leader or the independent students AFTER completion of the competition. No refunds for no shows.

**A coach / team leader who registered a team without naming student members MUST identify team members not later than April 13.**

Please direct any questions to: Prof. Francesco Braga: [fbraga@ifama.org](mailto:fbraga@ifama.org)