

# HRC WEST

2020

REGISTRATION PACKAGE

March 6 & 7 | Edmonton, AB

Created & Organized by:

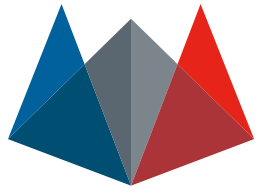
**CPHR**  
Alberta

Hosted by:



**MacEwan**  
UNIVERSITY

SCHOOL OF BUSINESS



# HRC WEST

Western Canada's Premier  
HR Case Competition

## HRC West is the only business case competition in Western Canada dedicated entirely to the field of HR.

Organized by Chartered Professionals in Human Resources of Alberta (CPHR Alberta), the two-day competition is a unique opportunity for students to test their classroom learning through a practical simulation of an HR-specific case study, written by experts in the field.

This year, the competition takes place on March 6 and 7, 2020 at Grant MacEwan University in Edmonton, Alberta.

### HRC West Case Competition Application Checklist

Please complete the following and submit via email to Lynda Bergeron at [lbergeron@cphrab.ca](mailto:lbergeron@cphrab.ca)

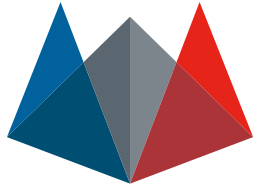
#### **By Friday, November 29, 2019**

- Registration form and initial participation fee of \$367.50. Please see attached registration page for details on submission.

#### **By Friday, January 17, 2020**

- Team name
- Team biography (200 - 250 words, must not include the name of the school)
- Team photo (JPEG at minimum of 150 dpi, please make sure you do not identify the school in the photo)
- Completed video/photo release form **for each team member and coach**
- Final participation fee of \$367.50

\*Please note, the team biography and photo from all competing teams may be posted to the CPHR Alberta website and may be used for promotional purposes through CPHR Alberta's social media platforms.



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## Guidelines

### **Purpose**

HRC West is designed to provide a platform for the exchange of ideas between industry experts and HR students across Western Canada.

The competition gives students an opportunity to put their classroom knowledge to the test by completing a case that is based on a real HR situation.

### **Eligibility**

Each participating institution is responsible for constructing their team. Criteria may vary by institution, however, minimum requirements for participants include:

- Being a registered student of a participating education institution
- Being actively enrolled in one or more undergraduate courses at the time of the case competition
- Have taken, or are taking an undergraduate Human Resources course
- Have completed one full year of undergraduate study at the time of the case competition
- Being physically present at the host institution for the duration of the competition, irrespective of their place of residence

### **Team Composition**

Individual schools are responsible for assembling their teams following the defined eligibility criteria above. Competition teams must consist of three members and one alternate.

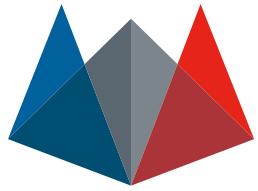
As only one team per post-secondary institution is allowed, schools with more than one team interested in registering may choose to hold their own competition to assist with selection.

To prevent bias in judging, each team is also required to submit a unique team name that does not reveal their participating post-secondary institution.

### **Competition Format for 2020**

A welcome event, including dinner and networking activities, will take place in the evening of Friday, March 6. A random draw will be held after dinner that will determine team start times for Saturday. The next morning there will be a light breakfast, and teams will be directed to workrooms and be provided a copy of the case at their assigned time.

Every team will have three full hours to review the case and prepare a response. Immediately after their prep time, the teams will present to a group of judges, using PowerPoint as their presentation tool. Once all first-round presentations are completed, participants will break for lunch.



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Following lunch, the top four teams will be announced. The four finalist teams will then present to a new panel of judges, in front of an audience of their fellow competitors.

An awards reception will be held late Saturday afternoon where winners will be announced and all HRC West participants will be celebrated.

## Judging

All judges will be CPHR Alberta or CPHR BC & Yukon members or HR professionals representing a corporate sponsor of the case competition. They can be senior managers, directors, executives, analysts, consultants, and entrepreneurs.

All judges will follow the same judging template, which will be available for viewing on the website after the final payment deadline of January 17, 2020. Judges will also receive training prior to their involvement in the competition.

## Required Materials

Teams will be provided with a clean laptop with MS Office software, internet access, and a clean memory stick when they enter the case room. The memory stick is used to store the team's final presentation. Light internet access is permitted, communication with anyone outside the event is not. A volunteer observer will be situated at the door of each workroom during the case preparation process.

## Permitted materials:

- Pencils and pens
- Calculators
- Blank paper
- Personal comfort items (chapstick, Kleenex, water bottle etc)

## Items not permitted in the case room:

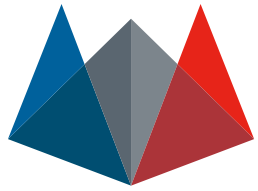
- Smart phones or any other electronic devices
- Any items with internet capabilities or the ability to hold digital documents
- Notes or any preparatory work from past cases

## Registration

Team registration is \$735, including G.S.T. \*To register, a team must complete the attached registration form and submit it, along with a deposit of \$367.50 by Friday, November 29, 2019. The remaining balance of \$367.50 must be paid by Friday, January 17, 2020.

Payment can be made by cheque, payable to Chartered Professionals in Human Resources of Alberta. Please note the name of the post-secondary institution on the cheque.

\*G.S.T. Registration #13483 0389 RT0001



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## Registration Form #1

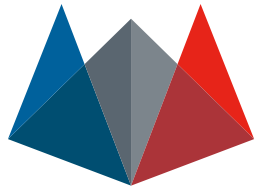
Name of School	
Team Name	
Coach Name	
Coach Phone	
Coach Email	
Team Member #1	
Team Member #2	
Team Member #3	
Alternate Team member	

Please complete and return this form via email to Lynda Bergeron: [lbergeron@cphrab.ca](mailto:lbergeron@cphrab.ca) accompanied by a cheque for \$367.5, payable to Chartered Professionals in Human Resources of Alberta (CPhR Alberta) by Friday, November 29, 2019.

The remaining balance of \$367.50 must be paid by January 17, 2020

Please note the name of the post-secondary institution on the cheque.

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## Registration Form #2

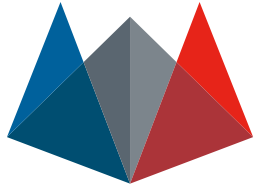
Due Friday, January 17, 2020

Name of School			
Team Name			
Coach Name			
Coach Phone			
Coach Email			
Team Member #1		Email:	
Team Member #2		Email:	
Team Member #3		Email:	
Team Member #4		Email:	

Please complete and return this form via email to Lynda Bergeron at [lbergeron@cphrab.ca](mailto:lbergeron@cphrab.ca) accompanied by a cheque for \$367.50, payable to Chartered Professionals in Human Resources of Alberta (CPhR Alberta) by Friday, January 17, 2020.

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## Audio/Photo/Video Medial Release Form

I grant permission to CPHR Alberta and its agents or employees to use photographs and/or video and audio taken of me. These images may be used in educational and documentary materials such as Public Service Announcements, Grant Applications, Video Documentaries and both printed and online newsletters. Furthermore, I authorize the use of my image, likeness, and voice for all program promotion, materials, and any other purposes in connection with the program deemed appropriate and necessary by CPHR Alberta.

I hereby agree to release, defend, and hold harmless CPHR Alberta and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper, via electronic media, or on websites, from any claim, damages, or liability arising from or related to the use of the photographs/video, including but not limited to any misuse, distortion, blurring, alteration, optical illusion, or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction, or production of the finished product, its publication, or distribution.

I am 18 years of age or older and have read this release before signing below, fully understanding the contents, meaning, and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

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Name (please print)

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Signature

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Date