### GUIDELINE FOR PARTICIPATING HR TEAMS

1. Companies with plants in the Western Region, who are interested in nominating Team(s) should complete and return the attached Reply Form as their confirmation of participation latest by **1700 hrs on 10th January 2024.** the change in team name will not be accepted after 10th January & registration will be restricted till 10th January 2024.
2. Since the competition is online therefore Presentations reaching on time (by 12th January 2024) will also be part of the criteria to decide winners. However, company can do minor changes after the submission.
3. The competition would be organized in WebEx platform.
4. Companies have to ensure good internet connectivity on the date of the event for smooth functioning of the competition.
5. The Team would have to install the required application on its laptop and share the screen for making their presentation, with their camera option on.
6. The Team would have to necessarily log-in with the team name & the Company Name only.
7. Time slots would be assigned to each team for participation that would be communicated one day prior to the event, to the participating teams.

Time allotted for each presentation is **15 minutes. Break-up would be 12 minutes for presentation, 3 minutes - Q&A**.There would be a 2-minute change over time after each presentation.

1. In each team maximum 4 members are allowed
2. Presentation to be based on Actual Case Study basis not more than one year old & not presented in any other forum/competition should be presented.
3. The panel of judges would include senior HR professional having a good track record to evaluate the presentations
4. Presentations may be in Marathi, Hindi or English. **However, the slides (power point presentation) should be in English only & slides limit should consider up to 20 only.**
5. Presentation has to be in Power Point. Presentation can be supported by photographs/video clippings.
6. Winners would be announced in an online valedictory session on the 19th January 2024.
7. Jury’s decision would be final and cannot be challenged

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