GUIDELINES FOR PARTICIPATING TEAMS AT SMED & POYA YOKE COMPETITION

1. Time allotted time for each presentation is **15 minutes**. The break-up would be **10 minutes – Presentation by the Team**; **3 minutes – Question Answer Session by the Jury team & 2 minutes for changeover.**

2. TEAM would include participation fee for 3 Team members. Any additional member of the team, could participate by paying the delegate fees specified for the competition.

3. While the **Reply Form 2** for participation should reach us latest by **Tuesday, 28th February 2023**, the Presentation should reach us latest by **Wednesday, 8th March 2023.**

4. Presentations could either be in Hindi or in English. However, the slides (power point presentation) should be in English only.

5. As suggested by Jury members, the number of slides to be restricted to a feasible number.

6. **The assessment of the presentation would be made on a weighted scale covering different aspects of the Poka Yoke / SMED activity including presentation.**

7. **The assessment/evaluation would depend upon factors like Quality, Safety, Cost Impact, Quality of Poka Yoke- Novelty & Technology, Poka Yoke Level, Horizontal Deployment, Presentation- Root Cause Analysis, Data, Quality of presentation, Clarity of Concept/ tools used.**

8. Soft Copy of the Presentation to reach us latest by **Wednesday, 8th March 2023.**

9. **Weightage would be given to companies meeting the deadlines mentioned above as the time is too short.**

10. LCD projector can be used for the presentation. However, please indicate your audio-visual requirements ten days before the Competition.

11. A case study presented once by the company at any competition/at ACMA Program or at any other forum is not to be presented again.

12. *The dress code for the team member should be preferably in company uniform or light shirt and dark trouser.*

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