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**(Eastern Region)**

**8th Kaizen Contest**

**Thursday, January 21st 2021**

**Virtual Platform**

**Guidelines for Participation**

1. Members of ACMA – Companies with No dues to ACMA, only are eligible to participate in the competition.
2. Participants should have used higher level of tools.
3. Savings in terms of value, process improvements, product, costs (cost in terms of energy saving, tooling, etc.).
4. Presentation should preferably have a video-clipping of before & after.
5. Kaizen not more than Two year old & not presented in any other forum/competition should be presented.
6. Kaizens involving Expenditure of huge capital will not be accepted.
7. Kaizen presentation in Power Point, should not be more than 10 minutes. Break up would be 7 minutes – Presentation & 3 minutes Q&A
8. **Exceeding time limit will attract negative marking of 5 marks.**
9. Presentation may be in Hindi or English. However, the slides matter/text to be in English only.
10. Final Presentation in soft should reach at least **1700 hrs on Friday, 15th January 2021**.
11. **Presentations reaching on time (By Friday, 15th January 20219) will also be part of the criteria to decide winners.**
12. On the day of competition, No changes in the Kaizen presentation will be allowed.
13. one soft copies should reach ACMA office by 15th January,2021
14. Kaizen Sheet & Presentations should be made in the format provided by ACMA (One can add slides as per the time limit mentioned in guidelines.).
15. Certificate would be given to the persons who is presenting the Kaizen.
16. There are no restrictions on number of Kaizens per company
17. Scores will not be shared with teams / individuals.
18. 3 winners from each area will be awarded
19. Jury decision would be final and cannot be questioned.
20. Focus should be on Productivity, Quality, Cost, Delivery & Safety

**Key points:**

* The contest would be organized in WEBEX Digital Platform
* The team would have to necessarily log-in with the Name & Company Name only
* ACMA will plan a trial run to help teams familiarize the platform and flow of the event.
* A WhatsApp group of the teams would be made to facilitate communication.
* Time slot would be assigned to each team that would be communicated One day prior
* Companies have to ensure good internet connectivity on the day of event for smooth functioning
* The team would have to install the required application in their laptop and share their screen for making the presentation.
* Winners would be announced in an online valedictory session on 21st January 2021