

1. Deliverables

Teams are to submit a **one-page executive summary** and a **15 to 20-slides PowerPoint presentation** (in PowerPoint and PDF formats), as separate documents in a zipped folder by **26th August 2016, 1200hrs**. Please submit this folder via email to sec.abcc@gmail.com.

2. Executive Summary

The executive summary submitted should abide by the following specifications:

Font	Headings: Times New Roman, 12pt, bold. Body: Times New Roman, 11pt.
Layout	Justified, single spacing, 1 inch margin on all sides.
Header	Include team name only (do not include your own names).
Content Guidelines	Teams should include a write-up of their analysis and recommendations for actions and decisions.
Limit	1 page maximum.
Submission Format	PDF only.
File Name	Team Name_Executive Summary E.g.: <i>Ace Consulting_Executive Summary.pdf</i>

3. Presentation Slides

The presentation slides submitted should abide by the following specifications:

Introduction	Include team name only.
Layout	Slide number should be included.
Content Guidelines	Teams should be mindful of using animations. Some animations may obscure slide content when printed.
Limit	15-20 slides including cover slide if any.
Submission Format	All presentations must be submitted in 2 formats. The content in the 2 files must be identical. <ul style="list-style-type: none"> 1. PowerPoint Presentation 2. PDF (1 slide per page)
File Name	Team Name_Presentation E.g.: <i>Ace Consulting_Presentation.pptx (or .ppt)</i> Team Name_PDF E.g.: <i>Ace Consulting_PDF.pdf</i>

Any submission that does not abide by these specifications will not be considered as an entry.

Submission

Teams are to submit their recommendations via email to sec.abcc@gmail.com by **26th August 2016, 1200hrs**. To uphold the integrity of our competition, late submissions will not be considered. Teams are encouraged to submit early to avoid possible network disruptions.

Teams are not allowed to include their team members' names in the PowerPoint slides or executive summary. Only the team's name is allowed.



SEC 2016
Submission Details

Teams are allowed to make multiple submissions prior to the submission deadline. Only the latest submission before the deadline will be considered.

Upon successful receipt of the executive summary and presentation slides, each team will be notified via email. In the event that an acknowledgement email is not received, please notify us promptly at sec.abcc@gmail.com.

By submitting, teams will be taken to have given consent to have their recommendations sent to the featured enterprise.