

## **2023 Minerva – CIAC Case Study Competition Details, Rules, and Regulations**

**Sponsored by Minerva Canada, the Chemistry Industry Association of  
Canada (CIAC) and the Conference Board of Canada (CBoC)**

### **Eligibility to enter the competition**

Undergraduate or graduate students registered at Canadian universities and colleges along with individuals who have graduated from a Canadian university or college in the last 2 years and now in the workplace are eligible to enter the competition by preparing a written response to the questions raised in the case study. Students on cooperative work terms or equivalent are considered eligible to enter. No team submissions will be accepted. The case study will be focused on a Health and Safety issue.

Minerva Canada shall send an invitation in early November to all its post secondary school contacts, industry sponsors and others to participate in this competition. The CIAC and CBoC will send similar invitations to its member firms. The invitation will include the case study and this document.

### **Competition Awards**

Three finalists will be selected and invited to present their submission or participate in a panel discussion on February 27, 2024, during the Conference Board of Canada's virtual annual conference meeting.

Three prizes will be awarded of \$1,500 (1st place), \$750 (2nd) and \$250 (3<sup>rd</sup>).

## Submission Rules

**Submissions must be received no later than 5:00 pm, January 15, 2024**, and shall be e-mailed to [vforan@canadianchemistry.ca](mailto:vforan@canadianchemistry.ca) or submitted to the online registration form <https://www.cognitofrms.com/CIAC1/MinervaCIACCCaseStudyStudentCompetition>.

All files must be in PDF format. Filenames should include the name of the school or organization.

The response should consist of:

- A title page (not counted towards the five-page limit) including the participant's name, their email address, their teaching institution or company where they're currently employed, their current school program or work position.
- A response to questions raised in the case study of maximum five pages (minimum 12-point font, single-spaced paragraphs with double spacing between paragraphs).
- A list of references cited in the technical response (not counted towards the five-page).

## Judging

- A panel of judges from Minerva, CIAC and CBoC will review all the responses and select three finalists.
- The judging criteria to rank participant submissions will be based on a technical analysis of the participant's understanding the problem posed in the case study, the conclusions and recommendation in the submission along with the completeness and quality of the report and written communications.
- If Minerva Canada does not receive entries of sufficient quality or quantity, Minerva Canada reserves the right not to award any or all of the prizes.

### **Response Guidelines**

- Your response should address the problem statement and questions provided in the case study. No further information will be provided. Your response should include an analysis of the situation, identification of different options and recommendations on what course of action should be taken.
- The reader of your report is the owner or senior manager at the company.
- Format your document as a technical or consultant's report that is suitable for a professional environment (this will guide in terms of layout, font, etc.).