

2024 Minerva – CIAC Case Study Competition Details, Rules, and Regulations

Sponsored by Minerva Canada, the Chemistry Industry Association of Canada (CIAC), Service Hospitality 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 late September to all its post secondary school contacts, industry sponsors and others to participate in this competition. The CIAC, Service Hospitality 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 participate in a panel discussion and discuss their submission during the February 2025 Conference Board of Canada's virtual annual conference meeting.

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

Submission Rules

Submissions must be received no later than 5:00 pm, December 20, 2024, and shall be e-mailed to vforan@canadianchemistry.ca or submitted to the registration form https://www.cognitoforms.com/CIAC1/_2024MinervaCanadaCaseStudyCompetition

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 and email address, the post-secondary teaching institution or organization, school program and current year within program (or year of graduation from the teaching institution if they are now working).
- 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, Service Hospitality and CBoC will review all the responses and select three finalists who will participate in a panel discussion at the CBoC virtual conference
- 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 issues 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.).