

Teams who enter the Griffith Innovation Challenge (GIC) will broadly follow this process:

Stage	Component	Dates
One	Register team online	April – June
Two	Attend workshops, work with coaches	June – August
Three	Submit Business Plan	Late August
Four	Semi-finals (finalists present)	September
Five	Final Awards Evening (finalists present elevator pitch)	October

Who can enter

Teams (minimum three, maximum five members) of Griffith students/non-Griffith participants can enter – subject to item 2.4 in our Terms and Conditions (provided on the **GIC website**).

When and how to enter

Teams wishing to participate in the Challenge must:

- Read these Guidelines and our Terms and Conditions (provided on the **GIC website**)
- **Register online** by Wednesday 31 August 2011

After registrations are reviewed (to ensure all team members are eligible to enter), teams will receive a confirmation email - which invites them to participate in our free **workshops** and optional **coaching** program. This confirmation email is usually sent within five (5) business days from the date of registration.

Workshops and Coaching

Teams will receive advice about forthcoming **workshops** and **coaching** opportunities via email – usually via the Team Leader (primary contact as indicated on the Registration Form). Reminder emails will be sent to all Competitors approximately one week prior to each workshop.

Although attendance at workshops is not compulsory, it is highly recommended. You will hear from experts on a variety of topics which relate directly to the Business Plan Template, so these events are an extremely valuable opportunity to gather tips and advice – if you are able to attend.

The Coaching program is optional, and requires a certain level of commitment from the team. To find out more, please refer to section 4 in our Terms and Conditions (provided on the **GIC website**).

Questions?

Please contact Ms Alicia Moran, Project Officer (Student Engagement), Griffith Business School

Email: griffithinnovation@griffith.edu.au

Phone: (07) 3735 4467

Fax: (07) 3735 5485

Address: Nathan campus Griffith University, 170 Kessels Road, Nathan QLD 4111

Style Guide: What Business Plans should look like

Our judges are happy for Business Plans to be fairly creative in their design, layout and presentation. However, there are some minimum formatting and presentation requirements:

- Business plans must include content for all key headings specified in the Business Plan Template (provided on the **GIC website**). Teams may add extra headings / subheadings if needed
- Plans can be a maximum of 40 pages in length (including cover page, contents and up to 15 pages of appendices). Appendices may be used to outline detailed market analysis, financial information, résumés of team members, or to append reference material
- Plans must be typed (not hand-written), with minimum 12-point font, on plain A4 paper (no patterns please, unless they are very faint or watermarked in appearance) – appendices may be typed in a smaller font (minimum 9-point font for appendices)
- In addition, plans need to have margins of at least 2cm, and page numbers on each page

While it is not essential to professionally 'bind' business plans, it is important that your plans are held together securely (with a fold back clip or similar), to ensure we don't lose any of the pages.

When and how to submit Business Plans

In August/September, Business Plans are submitted for assessment by a panel of internal judges (Judging Round 1). Specific dates and submission details will be advertised on the **GIC website**, and via email.

Teams must submit five (5) hardcopies of their completed Business Plan (following the Business Plan Template, provided on the **GIC website**) to one of the specified drop-off addresses:

Ms Alicia Moran, Project Officer Business 3 (N63) 0.17, Nathan campus , 170 Kessels Road, Nathan QLD 4111	Amelia Jong, Program Service Officer Business 1 (G01) 3.46, Gold Coast campus , Griffith University, QLD 4222
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After Business Plans are submitted

The judging panel selects the best Business Plans based on specific criteria, and may choose up to seven teams to progress to the final judging rounds.

Once finalists are selected, all teams are contacted via email (finalist teams also receive a telephone call). All teams who submit a Business Plan will receive an invitation to attend the Final Awards Evening in October (and a Certificate of Participation).

Finalist teams are given details of the format and timing of the Formal Presentation and Elevator Pitch assessment items as needed. Further information on the judging process and criteria for all assessment items can be found on the **GIC website**.

Changes to these guidelines

The Steering Committee may change these Guidelines at any time, without notice. Whilst every effort will be made to inform all registered or known participants, the amended Guidelines will be effective immediately upon being posted to the GIC website (griffith.edu.au/innovation-challenge).