

PRESENTATION PLAN

HOW TO OC

September 2025



RÉFAEC

An Organizing Committee (OC) shall present an application package before the Presidents' Table, which will then vote on their election.

Required in the application package:

- Letter of full financial endorsement from the host university or student association;
- Letter of support for hosting the competition from the host university or student association;
- Logistical and academic program of the competition.

The program must outline the overall logistical organization of the event (facilities and transportation to be used) as well as the vision for the academic plan. At all times, the program must explain to voters what resources will be mobilized by the OC and their delegates for competition activities.

1. The logistical plan details the facilities and routes planned for the delegates' essential activities (lodging, transportation, meals, etc.) during the competition. It explains how the various activities will fit into a concise schedule that allows delegates to focus on the competition. For every element presented, there must be an alternative option included as part of the contingency plan.
2. The academic plan is at the heart of the competition program and sets out which cases will be submitted and which skills will be assessed in each case (and section). It is important to provide ample detail in order to give a clear overview of the disciplines being evaluated and to indicate what resources universities will need in order to prepare. In addition, the OC must show how the academic competition will be fair and equitable, and how the evaluation staff will be competent.

As a general rule, for any element of the application package that deviates from tradition, detailed explanations are required on how the novelty or modification would be integrated and how delegates' adaptation to it would be facilitated.

It is not required to already have signed partners since the competition is still distant; however, it is relevant to present the types of partners that will be sought at different levels of the competition (academic cases, kiosks, promotion, etc.).

The final component of the application package—the one on which its credibility rests—is the budget. The budget must be included in an overall financial presentation that identifies the main revenues and expenses, and how these will be financed over time. This presentation must demonstrate that the OC has the necessary flexibility to honor its agreements with suppliers and to respond to any unforeseen circumstances. Consequently, the budget must present scenarios that explain adaptation plans for potential liquidity stress (compared to projections, lower revenues and/or higher expenses). What matters in the budget is the negative exposure of the event: the OC must therefore demonstrate that in an extreme stress scenario, the essential activities of the competition can still take place and the event can conclude without generating a loss for the endorser (implying that major cuts are planned in non-essential areas should such a liquidity stress occur). In conclusion, the OC may explain how the event's books will be maintained, in order to demonstrate its capacity to manage all cash flows (since poor accounting is the enemy of profitability).

An OC has two major obligations, concerning the competition it organizes, towards the RÉFAEC and its student members:

1. The event is profitable and does not generate any financial loss for the university.
2. The academic competition events are fair, equitable, and transparent.

These obligations aim to ensure the sustainability of RÉFAEC competitions. The OC must guarantee unequivocally that its event will protect the long-term continuity of these competitions.