

## **CAHL Annual Case Competition Student FAQ**

### **Eligibility & Team Formation**

1. Who is eligible to compete?

Active undergraduate and graduate students enrolled in healthcare management or related degree programs.

**\* \*\*Online Degree Programs:\*\*** Students enrolled in online degree programs headquartered outside of the CAHL geographic footprint are eligible to participate, provided that individual team participants reside within the CAHL footprint (Northern & Central California). Recent graduates whose graduate degree was conferred in **2026** are also eligible if at least **50% of their 3–4-person team consists of currently enrolled graduate students.**

2. How many students can be on a team?

Each team must consist of **3–4 students**. Undergraduate and graduate students compete in separate divisions.

3. Can we replace a team member?

Yes. Any substitute team member must receive prior approval from the CAHL Case Competition Committee Chair(s).

### **Preparing Your Case**

4. When do we receive the case study?

The case study will be emailed to all registered teams on **October 5, 2026.**

5. Can our faculty advisor help us?

Yes, but only in a limited capacity. Faculty advisors may:

- Help organize the team
- Answer general questions
- Help remove logistical barriers to participation

Faculty advisors **may not**:

- Develop your strategy
- Recommend solutions
- Edit your presentation

- Help answer case-specific questions after the case is released

The analysis and recommendations must be entirely the students' work.



#### 6. Can we use AI?

Yes, but responsibly. AI may be used as a tool; however:

- Your submission must reflect your own critical thinking and analysis.
- The work must be written in your own words.
- AI use should be appropriately cited.
- Judges may ask questions to verify your understanding of your recommendations.

#### 7. Can we contact the organization featured in the case?

No, this will result in disqualification. Teams may not contact the host organization or affiliated individuals for additional information or guidance.

#### 8. What resources can we use?

Teams may use **publicly available resources only**. Employees of the featured organization, consultants, partner organizations, and others connected to the case may not be used as resources.

### Submission

#### 9. What do we need to submit?

Each team must submit:

- A PowerPoint presentation (maximum 10 MB)
- An Executive Summary (maximum 500 words)

#### 10. Can we submit updated versions after the deadline?

No. Once the submission deadline has passed, no changes or resubmissions are permitted.

#### 11. Can we include our school logo or school name?

No. All submissions should include **only your team's name**. Do not include:

- Student names
- School names
- School logos

- Any other identifying information



12. Can the Executive Summary contain figures or charts?

No. The Executive Summary should be a stand-alone document and should not contain charts, graphs, or images.

### **Presentation Day**

13. How long is the presentation?

Each team will have **15 minutes** to present and **5 minutes** for judge questions

14. Does every team member have to speak?

Yes. Every team member is expected to participate meaningfully in both the presentation and the Q&A session.

15. Can we use presenter notes?

No. Students should be prepared to present without notes.

16. Can we exceed the 15-minute presentation limit?

No. Teams must conclude their presentation when time is called. Teams should rehearse in advance to ensure they finish within the allotted time.

### **During the Competition**

17. Can we watch other teams present?

No. Team members may not attend another competing team's presentation until their own team has been eliminated. Note-taking is also prohibited. Violation of this rule will result in team disqualification.

18. If we make the finals, can we edit our presentation?

No. Finalists must present the exact same materials submitted for the preliminary round.

19. Does our preliminary score carry over to the final round?

No. The final round is judged independently from the preliminary round.

### **Judging**

20. What are judges looking for?

Judges will evaluate your presentation based on:

- Quality of analysis



- Responsiveness to the case prompt
- Practicality and feasibility of recommendations
- Organization and flow
- Executive Summary
- Presentation skills
- Ability to answer questions accurately and concisely

### After the Competition

21. Can we receive feedback after the competition?

Yes. Teams may request their scores and written feedback after **every team member** completes the event evaluation survey.

### Logistics

22. What should I wear?

Business professional attire is required.

23. When should teams arrive for check-in?

We recommend arriving **30–45 minutes before the competition begins** to allow time for check-in and setup.

24. Where should I park?

Parking information will be emailed to registered teams prior to the event.

**25. Is parking free?**

Yes, parking is free.

26. Will breakfast and lunch be provided?

Yes, breakfast, lunch, and refreshments will be provided.

27. Will Wi-Fi be available?

Yes. Guest Wi-Fi information will be available at check-in.

28. Will there be charging stations available?

Limited outlets may be available. Students are encouraged to arrive with

fully charged devices.



## **Presentation & Technology**

29. Can we bring our own laptop?

You are welcome to bring your own laptop; however, we will be using competition laptops for the day. Presentations will be preloaded onto competition laptops to ensure a smooth transition between teams.

30. Will PowerPoint already be loaded on the presentation computer? Yes, presentations will be preloaded onto competition laptops to ensure a smooth transition between teams.

31. Can we use our own clicker?

No. Presentation clickers will be provided in each room.

32. Can we bring printed notes?

Teams should be prepared to present without notes, however you are able to bring notes to practice before the presentation.

33. What happens if our presentation file doesn't open?

Competition staff will verify all presentations before the event. If an unexpected technical issue occurs, staff will assist using the submitted file.

34. Can we include videos or animations in our presentation?

Yes, but teams are responsible for ensuring they function properly. Technical issues during playback will not result in additional presentation time.

35. Are appendix slides allowed during the Q&A?

Yes. Appendix slides may be included and referenced during Q&A but may not be modified after submission. They are not scored directly.

36. What font size or slide formatting is recommended?

Use professional formatting with fonts large enough for judges seated at the back of the room to read easily.

37. How should we cite our sources?

There is no particular style required. Use a consistent citation style (APA,

MLA, Chicago, etc.) throughout your presentation and executive summary.



### **Case Analysis**

39. What level of detail are judges expecting?

Judges value practical, evidence-based recommendations supported by thoughtful analysis rather than excessive detail.

40. Should we include an implementation timeline?

Yes. A realistic implementation plan helps demonstrate feasibility.

41. Should we include a budget or financial analysis?

Yes, financial implications should be included.

42. Can we make assumptions if information is missing from the case? Yes. Clearly state any assumptions and support them with reasonable evidence or rationale.

43. How much supporting evidence should we include?

Include enough evidence to support your recommendations while keeping the presentation concise and within the time limit.

### **Team & Competition Rules**

44. What happens if a teammate gets sick before the competition?

Notify the Case Competition Committee immediately. Any substitutions require committee approval.

45. Can someone substitute for an absent teammate on the day of the event? Only with prior approval from the Case Competition Committee.

46. Can faculty or mentors watch our presentation?

Yes. Once the competition begins, faculty advisors, alumni, and guests may observe but may not coach or communicate with teams regarding presentation content.

47. Can friends or family attend the event?

Yes. Once the competition begins, guests may observe but may not communicate with teams regarding presentation content.

48. Can we practice in the presentation rooms before the competition? This will be subject to availability. Competition rooms are reserved for official presentations and event setup.

### **Awards & Post-Competition**

49. How are prize winnings distributed?  
Prize distribution details will be shared with the winning teams following the awards ceremony.
50. Will certificates of participation be provided?  
Certificates will not be provided; however, we will be including all participating teams on our website.
51. Will photos or videos be taken during the event?  
Yes. Photography and videography may occur throughout the competition for promotional purposes.
52. Will presentations be shared after the competition?  
No. Presentation materials remain confidential unless permission is granted by the presenting team.
53. When will winners be announced?  
Winning teams will be announced following the completion of the final round and judge deliberations.

### **Event Day**

54. Who should we contact in case of an emergency on the day of the competition? Contact the CAHL Case Competition staff using the event contact information provided in your registration materials.
55. What should we bring with us to the event?  
Please bring:
- A photo ID
  - A fully charged laptop (if desired for personal reference)
  - Water bottle
  - Business cards (optional)

- Professional attire



- 2 copies of your resume if you are participating in the resume review workshop

56. What is the schedule for the day?

A detailed agenda will be emailed to all registered participants prior to the event. A typical day will begin with breakfast and registration, followed by semifinal presentations and resume review workshops. After a lunch break and the announcement of the finalists, the competition will continue with the final presentations, culminating in the announcement of the winners.

57. Will there be breaks between rounds?

Yes. Breaks are scheduled between competition activities and before the final round.

58. Where do finalists wait before the final round?

Finalist teams will be escorted to a designated waiting area until it is their turn to present.