



UNITED STATES NATIONAL EXPOSITION

MAY 20-22, 2018 • KANSAS CITY, MO
KANSAS CITY CONVENTION CENTER

Pre-Event Competing Team Information

We want to take this opportunity to applaud you for the outstanding work your Enactus team has done throughout the year and wish your Enactus team the best of luck at the upcoming Enactus United States National Competition. League Pairings will be posted on May 14, 2018 [here](#). We hope you and your team take full advantage of the opportunities at the event to observe other Enactus teams' presentations and network with our sponsors and each other.

This year, we've broken down our pre-event details in to the following groups:

1. Registration and Competition Check-In (Check in requirements – mandatory forms)
2. Events Specific Details (Career Fair, Top to Future Top, etc.)
3. Communication Resources

Please reach out to your Regional Program Manager or our Headquarters staff if you have any questions.

We look forward to seeing you in Kansas City in just a few short weeks!

Best,

Jordon Blackford
Director of Programs, Enactus United States

Registration and Competition Check-In

Each team is asked to send *ONLY TWO* people to the Enactus Team Registration to check-in the team.



You will be asked to confirm your team's attendance during check-in. Please make sure the two people you send to registration have the information needed to complete this step. The process is quicker if you make sure to have each of your students planning to attend register in advance of the event.



Enactus provided name badges must be worn at all times throughout the event.



A Photo ID must be presented to receive a replacement name badge.

Registration Team Packet

Your team packet will include important reminders for the week's events, name badges for all students, faculty, and guests, Career Fair details, and graduating student and Service Leadership Award ribbons if students have met those requirements. **The team attendance list must be completed and returned to Enactus staff before your packet can be given.**

Dress Code

Business professional dress is required during all event activities **except** during the activities on the opening day (Sunday, May 20th), including the Rally of Champions. In that instance, business casual is appropriate and we encourage you to wear your team apparel!

Competition Forms:

As a friendly reminder, I wanted to make sure you have completed all of the necessary materials for the **competition** as well as give you a few tips and reminders.

Printed Annual Report

As you prepare for competition, please remember to bring the following items:

- 2 Annual Reports for Registration
- Annual Reports for Judges
- Team Bios (Optional)
- A/V Equipment (laptop, projector, speakers, etc.)

Annual Report Quantity Requirements for judges are listed below:



Opening Round – 20



Semi-Final Round – 30



Final Round – 75

For specific requirements regarding the format of your Written Annual Report, please refer to the Competition Guidelines section of the [Enactus Team Handbook](#) on page 36.

NOTE: Any annual reports that fail to meet the size requirements must be reprinted prior to check-in and prior to presentation. If a Team fails to update their annual report, they will not be eligible to be scored and/or advance to other levels of the competition.

Team Member Bios

Competing teams are encouraged (but not required) to prepare a brief bio on each team member and distribute this, along with the annual reports, to the judges at the beginning of the presentation. The following information should be considered for team member bios: field of study, educational plans, campus leadership activities, role on the Enactus team, internships and other relevant work experience, career

goals, etc. Team bios may not exceed 5 pages (front and back) and are subject to the same dimensions as the annual report. Project photos should not be included in this document.

If teams choose to prepare a Team Bio, please remember, these bios cannot be inserted into your team's annual report. They should be placed under the annual reports when handing to the judges. Failure to do so, may result in disqualification as the number of annual report pages would be exceeded.

Updated Team Portfolio Report

Your team submitted an initial Team Portfolio Report prior to the 2018 Regional Competitions. We understand your projects didn't stop after regionals, and many of you have updated your presentations and annual reports. If you have updated any competition related documents with adjusted input, output, or outcome metrics, you must update your Team Portfolio Report. Failure to have matching metrics on TPR and presentation-related materials could result in your team failing the National Champion audit.

Pre-Screening of Project-Related Materials

Teams are permitted to showcase project-related materials to judges as long as they are not considered offensive or would cause any sort of controversy. These materials/props must be screened and pre-approved at registration by Enactus Staff at check-in. Please understand, teams are allowed to show the items to the judges from the front of the room, but are **NOT** permitted to place items on judge's tables, allow judges to touch, hold, keep nor remove from the room. Failure to comply will result in disqualification.

Equipment

For all rounds of competition, Enactus only provides a screen and extension cord. Please bring all other equipment needed (e.g., laptop, projector, speakers, etc.). If you need to rent any of your equipment, you can find the order form on the National Exposition page on our website or by clicking [here](#).

A/V Carts

This year, Walmart & Sam's Club have generously sponsored carts for teams to use during competition. You will not be renting carts this year. Instead, each league room will have two carts available. One cart will be for the team presenting and the second cart will be for the team presenting next. The carts are NOT to be taken from the league room area and must be returned by the presenting team after the presentation has ended.

Judge Orientation Video

Click [here](#) to view the 2018 Enactus Judge Orientation Video. This newly enhanced judge training video will be used during the on-site training sessions for judges prior to each round of competition.

Individual Team Evaluation Forms

All Opening Round teams progressing to the Semi-Final Round will receive copies of the Individual Team Evaluation Forms at the team meeting following the Opening Round on Monday evening. All other Enactus United States competing teams will receive their Individual Team Evaluation Forms within two weeks of the National Competition via email.

Semi-Final Round League Pairings

Once the Semi-Finalists have been announced during the Opening Round Awards Ceremony, those teams should stay in the auditorium as we will conduct the league pairing process on stage. Finalists must be present to choose their time slot. Additionally, we provide Semi-Final Round teams the opportunity to conduct a tech check in the main auditorium in the event the team proceeds as a Top Four Team in the Final Round. Semi-Final Round teams will sign up for a Tech Check to occur on the morning of Tuesday, May 22nd.

National Champion Audit

All National Champion teams will be audited prior to attending the Enactus World Cup. The Enactus Leadership Team will visit the National Champion team within 5 weeks of the 2018 Enactus United States

National Competition to conduct the audit. To review the auditing process, please review page 24 of the Enactus United States Team Handbook Companion booklet.

Event Specifics

Dress Code

Business professional dress is required during all event activities **except** the Opening Ceremony. In that instance, business casual is appropriate and we encourage you to wear your team apparel!

Parking

The Kansas City Convention Center does not have parking at the facility; however, with plenty of parking in the area, the primary parking garage is the Auditorium Plaza Parking Garage, also known as the Barney Allis Plaza Parking Garage. The parking garage is located between 12th & 13th Streets, and between Central & Wyandotte Streets. It is south of the Marriott Hotel and north of the historic Municipal Auditorium. The garage generally services all of the Convention Center facilities including the Municipal Arena, Music Hall, Grand Ballroom, Little Theatre, Conference Center, and Bartle Hall. A convenient underground tunnel exists into the Convention Center from inside the Auditorium Plaza Garage. Look for and follow signage.

For specific questions about parking rates, please call Towne Park at (816) 701 6441 or connect with your specific hotel for information on parking.

Hotel Shuttle

We have scheduled a free shuttle to take Expo guests back and forth from The Westin Hotel to the Convention Center throughout the duration of the event. The shuttle will run during the times listed below.

Sunday, May 20: 12pm - 10pm

Monday, May 21: 6am - 10pm

Tuesday, May 22: 6am - 7pm

**The Westin Kansas City at Crown Center
1 East Pershing Road
Kansas City, MO 64108**

Student Input Session

We want to hear from you! Whether you are active student in Enactus for many years or a beginner and want to know more about Enactus, this session is for you. Join us Sunday, May 20th at 4:00pm as we introduce new opportunities and discuss enhanced ways of collaboration, social entrepreneurship, and new resources available.

Reminder times for those students already pre-registered to participate in events:

Rally of Champions Rehearsal

Student participants meet at 4:00 p.m. on Sunday, May 20th at the Kansas City Convention Center Hall C. Students will have a special stamp on their name badge. Casual dress is appropriate.

We believe it's important to honor traditions while at the same taking advantage of the opportunity to create new ones. For the past 20+ years, the Rally of Champions has been a part first ceremony of the US National Exposition. This special element provides the chance for one proud student to represent their school on stage, as together we celebrate the Enactus teams competing at this event.

As we continue with this tradition, please prepare by ensuring the following requirements are met:

1. Your team's selected student is invited to carry with them an item (i.e., flag, banner, pendent, etc.) that represents your school/team when they walk across stage.
(Notes: This is a special moment for both the selected student and your team as a whole, it is important to us that your student is able to be clearly seen. For safety reasons, *we must insist that mascot uniforms or other such visually obstructive items not be worn.* Flags or banners should not be larger than 5' x 7' flag and flag poles should not be more than 8' tall.)
2. As your representative walks across stage, we will be proudly displaying your university/college logo on the screens.
(Note: To ensure we are able to properly display your college/university logo at the full resolution size of the main-stage screens, we need to ensure we have a properly sized/formatted logo.
Please send a vector high resolution .eps version of your official college/university logo to your regional program manager and include the full name of your university in the subject line by Friday, May 4th.)

Top to Future-Top Forum

The event will be held on Tuesday, May 22nd in KCCC, Room 2215 C. Please arrive by 11:20 a.m. For the Top to Future-Top Forum, each team will receive two tickets for students to attend. Tickets must be presented at the door. Seating is limited, attendance is first come, first serve.

Career Fair

Your Enactus experience is an inside pass to career opportunities with Enactus partner companies. Don't miss your chance to spend time getting to know the companies that make Enactus possible. With over 40 companies participating this year in the Career Fair, your future employer is ready to meet you!



Monday, May 21st from 10:00 a.m. to 3:00 p.m. and on Tuesday, May 22nd from 9:00 a.m. to 12:00 p.m. in the KCCC, Hall A

Know Before You Go...

Research the companies and apply for their posted job opportunities through the Enactus United States Career Marketplace. **Login/Register** by clicking [here](#).

Communication Resources

Enactus Mobile App



Enactus USA is the official interactive mobile app for the Enactus United States National Exposition. Download and interact with other teams now!

Features include:



View schedules/agendas, see competition results, sponsors information and a list of Career Fair exhibitors



Share photos and post comments



Create your personal schedule, access location and speaker information



Check in at competitions, forums and the Career Fair



View an entire feed of the event activities



Expand your professional network and have fun!

Website Links:

- [US National Expo Home Page](#)
- [Agenda](#)
- [League Pairings](#) – To be posted May 14, 2018
- [Competition Resources](#) (Handbook, Project Verification Form, Sample Annual Reports)
- [Expo Travel and Lodging](#)