

# 2018-2019 Material Handling Student Design Competition Competition Rules and Procedures

## Vital Vitamins

**Prepared for:**

College-Industry Council on Material Handling Education (CICMHE)

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# **2018-2019 Material Handling Student Design Competition**

## **About the Design Competition**

The College Industry Council on Material Handling Education (CICMHE) annually sponsors a national team design competition for students interested in the analysis and design of material handling systems. Since the first design competition was offered during the 1994-1995 academic year, student design teams have developed material handling system designs for manufacturing and warehousing operations. Design problems are typically drawn from the case files of designers and manufacturers of material handling equipment and their end users.

# 2018-2019 Material Handling Student Design Competition

## Rules and Guidelines of the Competition

- When the faculty advisor is provided with the link to the case study and data, the clock begins for the submission deadline of eight (8) weeks.
- Student teams are limited to a working period of five (5) consecutive weeks (anywhere within those eight weeks) to develop their solution, PowerPoint report, drawings, and cover letter. The remainder time can be used by the instructor to kick off the effort, evaluate the final deliverables relative to course grades (if applicable), and wrap-up the submission.
- Register your school to participate at the following link: <http://www.mhi.org/cicmhe/competition>
- Please do not register your school for the competition unless you are ready to distribute to your students. The submission clock will start immediately upon completion of your registration. A link to the case files will be included in your confirmation email.
- Teams are limited to a maximum of four (4) members. No more than 2 of the 4 students may be graduate students. Only students currently enrolled in college/university courses are eligible.
- Only one (1) entry per college/university will be accepted.
- Projects may be completed within any five-week period during the 2018-2019 academic year. Any entries that do not provide appropriate start and end dates for the project will be rejected.
- No entries will be accepted after Friday, June 14, 2019 without prior CICMHE approval.
- **Student teams must complete all the work by themselves. They may only receive very limited guidance from their faculty advisor. They should not receive any guidance whatsoever from industry professionals or anyone else outside their team.**
- The faculty advisor is expected to distribute and explain contest rules to their student teams, collect the submissions, choose the best entry from their school and submit the entry within eight weeks from data download to receipt of entry. The faculty advisor is expected to enforce and certify the start and end dates for the 5-week project.
- Teams should use the Judges Scoring Sheet with the criteria as a guideline and checklist to ensure they have addressed all relevant issues.
- The review process by the judges will be blind (no school or individual names provided), so do not include any team or school identification within your cover letter, the body of the report, or on your drawings. All this information should be provided on a separate sheet for use by CICMHE to provide notification about the competition results.
- Electronic copies of the reports may be made available on the CICMHE website. Any posted entries will be anonymous (i.e. no school, advisor, or team member identification).

- A PDF cover letter to the “Vital Vitamins Management Team” from the design team must be provided that clearly and concisely summarizes your team’s understanding of the case and the proposed solution.
- The main body of the report must be in PowerPoint slide format as typically provided in industry. The main body of the PowerPoint presentation must not exceed 30 slides.
- Details of calculations and estimates should be provided in the note section of each PowerPoint slide. This is limited to 200 words or 1000 characters (counting spaces), whichever is less *per slide*.
- You will receive a separate email with a **unique link** to upload your files. Submit the following documents electronically using the link you are provided.
  1. Cover letter to management team from your engineering team in PDF format. (Name this file as “1. Cover”)
  2. PowerPoint Report in PPT format. (“2. report”)
  3. Facility layout drawings in PDF format. (“3. Drawing”)
  4. A publication quality photo of team members (at least 300 dpi, .jpg file). (“4. Team”)
  5. A MS Word file listing advisor and team contact information (CICMHE uses this information for mailing prize checks to teams and advisors). Please include the start and end date of the project. “5. Contacts”

Electronic submission is completed when confirming email is received from [CICMHE@MHI.org](mailto:CICMHE@MHI.org).