



A TARIEL ZIVZIVADZE PROJECT

## **ISBO7 Rules and Procedures**

*By filling in and sending the registration form you agree to the following rules and procedures.*

*You are obliged to agree and comply to all the rules and procedures defined by the organizing committee, specifically Mr. Tariel Zivzivadze. You also agree that these rules and procedures may be changed or updated anytime by the sole decision of Mr. Tariel Zivzivadze without prior agreement from the program participants. You also agree to the fact that if you or your team will violate any of these rules and procedures that can serve as a reason to withdraw you or your team from the program. Please be advised that these are just part of the rules and procedures. Others can be found either in B-STRAT textbook or will be delivered to you by email on a due time.*

Welcome dear friends,

Please read the statements below attentively. Be sure that complying with these rules and procedures is one of the main prerequisites of your success within the program. Please get acquainted with B-STRAT textbook and ISBO7 materials prior to reading this file. OR most of the information below may seem vague.

## **B-STRAT Rules and Procedures**

### **B-STRAT Launch: How the simulation starts?**

The following information package is delivered by mail to each participant before the start of any B-STRAT round:

- 1) The simulation scenario:
  - ✓ News page;
  - ✓ Market prognosis form;
  - ✓ Perception map;
  - ✓ Evaluation system [How many points will be awarded for each place taken by any of the teams each simulated year];
- 2) Information:
  - ✓ Information about the competitors, contact information;
  - ✓ Indices of the competitors;
  - ✓ Conversion system of money into points;
- 3) Additionally:
  - ✓ Decision Form;
  - ✓ Individual investment form;
  - ✓ Rules and procedures of the communication system with the program administrator;
  - ✓ Working schedule [the deadlines for the teams as well as for the administrator];

The rest of the needed information will be delivered to the teams step-by-step.

Remember:

You can contact the program administrator – Mr. Tariel Zivzivadze by email anytime.

Emails: [marnetllc@gmail.com](mailto:marnetllc@gmail.com) and [isbo@isbo.ge](mailto:isbo@isbo.ge)

## The communication system

The B-STRAT simulation is conducted online, that is mainly by textual form of communication. Therefore performing strictly according to the predefined rules and procedures is vitally important as well as contacting the administrator anytime whenever the questions arise.

1. The teams fill their contact information into the registration form [Landlines, cell phone numbers, emails]. This is important as the program administrator should be able to contact the participant anytime during the program. Emails addresses are used to send information to all the active members of the teams;
2. The teams and the team members will have the contact information of the program administrator – Mr. Tariel Zivzivadze to be able to properly communicate if and when needed. Cell number is +995 77 73 79 64; Emails are: [marnetllc@gmail.com](mailto:marnetllc@gmail.com) and [isbo@isbo.ge](mailto:isbo@isbo.ge) . The teams usually send their registration forms, decision forms, questions etc. to these email addresses.

### Sending the decision form for every deadline:

3. The teams should prepare the yearly decision form and send that to the administrator by email in order to plan the simulated year of their virtual company. The decision form is a single Microsoft excel 2003 file where the teams write all their decisions. In fact this is one year business plan of a company. It is vitally important for the teams to use EXACTLY the excel file, which they received from the administrator when the program was starting up. **The teams should not change the formatting of the decision form file; they MUST only enter the figures into the "right" cells. The excel file should be in the format of Microsoft office 2003. Reformatting or editing the file can bear severe fines for the teams;**

### **NOTE:**

We are working to create the pure online version of the B-STRAT simulation, where whole user interface will be online. The respective activities started in 2011 and will require at least 2 years.

4. The teams should send the decision forms by email to two different email addresses of the program administrator: 1) [marnetllc@gmail.com](mailto:marnetllc@gmail.com) [priority] and 2) [isbo@isbo.ge](mailto:isbo@isbo.ge). Both mails should be sent separately, that is both of these emails should not be written together into the "To" line. The emails should be sent only from one email address of one member of the team. Only the excel decision form should be attached to the email. If the email will come several times, the administrator will use the one which came last before the deadline. If the decision form of a specific team will come from two or more different email addresses [which is not allowed without prior agreement], the administrator will recheck all the sources;
5. The name of the excel decision form file that is sent by email should be strictly only the indice of a company, for example c18. c18 is just an example. The same kinds of indices will be given to each registered team before the start of a round. This serves like an ID of a company within the specific B-STRAT round;
6. When the team sends the decision form to the program administrator the team should name the email in a "right" way – the subject line should contain the name of the round [given from the beginning], the name of the company and the company indice, like in the example: \*\*\*\*\* - \*\*\*\*\* - \*\*\*.

### **Note:**

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You can contact Mr. Tariel ZIVZIVADZE, the ISBO7 manager and B-STRAT administrator by emails: [isbo@isbo.ge](mailto:isbo@isbo.ge) and [marnetllc@gmail.com](mailto:marnetllc@gmail.com). The date of the last update of the file: October, 2012

**One of the main reasons why this rule is so important is the following: Mr. Taniel Zivzivadze may run several rounds of B-STRAT simultaneously. Hundreds of teams may be sending the decision forms all the time and each of the emails should be accordingly named in order to be redirected properly to the respective program folder. Moreover, one glance of the administrator must be enough to identify the round, team and the company.**

7. Receiving the email with the attached decision form will always be confirmed by the program administrator by sending the confirmation email within up to 24 hour period, usually even before the deadline moment. Please note, that the administrator can not check the decision form at that moment; he is just confirming the reception of the email. If the team will not receive the confirmation email, they need to resend the decision form;
8. If the team will send the decision form after the deadline the appropriate fines may apply. The system is described in the B-STRAT textbook;
9. Remember, that the administrator will always answer all of your emails within up to 24 hour period after receiving it. If the email is received before 12:00 noon, it will be answered in the second part of the same day, if it will be received after 12:00, it will be answered next morning. If you will not receive the answer from the administrator within the indicated period you should definitely resend your email. You can even call the administrator on the cell number + 995 77 73 79 64 if it's a critical situation. If the administrator will be temporarily inaccessible, retry in 15 minutes. If the administrator will not be accessible for a longer period, there always be the respective notice on the official website of the program;

### **Other rules and procedures**

1. B-STRAT is a distance learning program, that emphasizes the vital importance of the Internet connection for the successful participation in it. There are the predefined deadlines and the student teams should send their decision forms for those deadlines by email only. The teams usually have predefined number of hours to do that. The teams should ensure to have Internet connection in order to be able to send the decision form on time. Additionally the teams should make sure not to postpone sending the form till the last moment. Individual agreements between the program administrator and the team can not be arranged with respect to the change of deadline. The Business Olympiad is a business competition, it's a fight where the program administrator can not create/provide any advantage to any of the participant teams or students;

Correction:

Only once and only in case if the student is having an Internet connection issues when sending the decision form in the last hour before the deadline and s/he will call the program administrator on the mobile phone s/he will be given 24 hours to visit the internet cafe or any other place with internet and send the decision form.

2. B-STRAT participant students should make sure to keep their mailboxes unfilled in a way to not be able to receive the notifications and mails from the program administrator. Therefore it is recommended to use the email service providers like Gmail, Yahoo, Hotmail;
3. The students/teams will a certain amount of the virtual money every virtual year within B-STRAT and respectively gain a specific place in the whole player list. Each team will get certain number of points every year based on the place they got. As a result of all the 9 years of managing the virtual businesses the teams will earn the total number of points, which will serve as the bases to distribute

the places and identify the winners. The information of how many points will be given to each place each year will be provided to the teams before the start of the round;

4. If the team will not send the decision form before the deadline the empty form will be inserted into the program. The marketing budget for the next year will still be retained;
5. If the team will not send the decision form for two times, the team and its members will be excluded from the program and the company will be sold on the nearest auction [if the auction is arranged within that round]. Excluding from the program means that the team and its members will get neither prize nor certificate;
6. If the auction is arranged within the specific B-STRAT round the teams will be informed about all the details at least 2 virtual years prior to the auction date and time. The auction will be arranged via Internet of course;
7. The participant team can have 1, 2, 3 or 4 student members. They name their own company. This name should be short and contain only Latin symbols and digits. No matter how many members will be in the team each of them will have 25% share of the company. If there is only one student in the team, s/he will still have only 25% in that company;
8. If several individual participants will have the same results within the specific round, the issue of the place, prize and the certificate will be resolved by taking into consideration the following factors according to the same importance [first in the elite round and after in the selective stage]: 1) which of the students' teams took the highest place in any of the simulated years, 2) the team of which of the students had the least number of fines;
9. The program administrator can change the schedule of the round anytime based on the need. No matter what the change will be the teams will have at least 72 hours to make the decisions and send them;
10. If any of the participant teams will finish the round with loss, that is if they will be in minus according to the total capital won within the predefined number of simulated years, none of the team member students will get any place, prize or certificate;
11. If the specific team will be severely damaged by the dishonest activity from any other team [for example hacking of the mailbox] and the fact can be confirmed documentarily [the program administrator should define the extent of the damage] the administrator can offer at least two compensatory offers to the damaged team. All the offers will be corresponding the extent of damage incurred [no more, no less];
12. The team can be fined for any violation of any rule or procedure of B-STRAT or the ISBO7 the moment the program administrator discovers that violation. The maturity period is 2 virtual years;
13. In order to let the teams see the final results of their competitors at the end of the specific B-STRAT round all teams will get all results of the last virtual year. If the team will get any fine that year, that will be deducted from the marketing budget of the last year:
14. The procedure of complain:
  - a. The team will get its results of a specific virtual year by email and will have up to 24 hours to file a complain about it. In this case the respective

email should be sent to the program administrator. If the latter satisfies the complainant's suggestion the administrator has the right to cancel the whole last virtual year and rearrange it. This has happened only once for the whole 14 years of developing and arranging B-STRAT simulation;

- b. At the completion of the specific B-STRAT round all the teams will get all the results, researches, add-ons, winner list. Each participant team or student will have up to 24 hours to file the complain to the administrator by email. If the latter satisfies the complainant's suggestion the administrator has the right to cancel the whole last virtual year and rearrange it. This has never happened for the whole 14 years of developing and arranging B-STRAT simulation;
15. If the company is bought on auction by the participant, the capital earned in this company can not be used to perform investment activities;
  16. If the team will not send the decision form for any specific deadline, the members of that team can not undertake investment activities that specific virtual year;
  17. The program participant has several ways to contact the program administrator including: 1) email, 2) telephone, 3) Skype. Email has a priority. Based on the specificities of the issue the administrator may request using one specific tool;
  18. About the questions asked by the ISBO7/B-STRAT participant to the ISBO7/B-STRAT administrator:
    - a. ISBO7/B-STRAT participant is fully authorized to ask the following kinds of questions:
      - i. About explanation of the materials in the B-STRAT text-book, in case something is vague there;
      - ii. About explaining the forms sent by the administrator like year results, researches, other files;
      - iii. About post on the official website;
      - iv. Explanation of rules & procedures;The questions like these will always be fully answered by the ISBO7/B-STRAT administrator. About 90% of all the sent questions fall under this category.
    - b. There are several topics/points in B-STRAT that require the participant to "grow up" first and "see" after. Only after this "condition" the participant can generate that kind of question. The answers on these kinds of questions are not written anywhere in the text-books or support materials. Its always a great pleasure, when the participant "gains" that kind of experience and the ISBO7/B-STRAT administrators always answer those questions with great pleasure. About 1% of all the sent questions fall under this category.
    - c. Some questions asked require giving a tip or advice from the administrator. Such questions can not be answered as the administrator keeps neutrality. All participants should make their own decisions and find solutions. That is basically the main idea of competition. About 3% of all the sent questions fall under this category.
    - d. There also are topics/questions that the administrator WILL NOT answer and never accept any concerns/complains/misconceptions/suggestions/accusations. These are:
      - i. Why ISBO7 stages are of a "certain" kind?
      - ii. Why ISBO7 is arranged "this way" and not "that way"?
      - iii. Why is scenario exactly "this" kind?
      - iv. Reality is different from simulation, why?About 5-6% of all the sent questions fall under this category

**Please keep in mind that:**

These kinds of [d group] questions always keep coming no matter the fact that the ISBO7/B-STRAT administrator always avoids answering them. Moreover, sometimes it takes a form of accusations. Even more, sometimes participants intentionally ask these kinds of questions. ISBO7/B-STRAT administrator has full decision-making power over the main rules of the ISBO7 and B-STRAT and solely defines them.

If the ISBO7 participant will send **d group** question to the ISBO7/B-STRAT administrator, the latter will explain the rules at first. If such questions will continue coming from the same person next times, critical measures may be applied: The individual and/or team may be removed from the ISBO7.

### **ISBO7 additional rules and procedures**

1. All published times are Tbilisi times: GMT+4;
2. The organizing group will send the certificate, recommendation or the prize to any part of the world by standard mail but the receiving body should cover the mailing fee;
3. The cash prizes will be transferred to the winners by the bank transfer. Bank transfer fee should be paid by the receiver;
4. The right to participate in the ISBO7 and fight for the prizes is given to all the students of bachelor or master programs of all the universities of the world who are students at the moment of registration;
5. During the implementation of the ISBO the administrator can request the documents from any participant student, that will prove them being a student. The official blank of the University with the contact information should be used for this document. If it will be found out that the participant is not a student s/he and his/her whole team will be excluded from the program. The document should be provided in the scanned form. Time to submit the document will be 2 weeks from the request. The students of the ISBO7 partner universities will not be required to submit this document;
6. In all the specific rounds of B-STRAT the specific student should officially be in only one team/company. The program administrator does respective work of checking the students;
7. During the whole ISBO7 any of the teams can use any outsider help. This is justified by the following: the ISBO7 is not a theoretical competition! It is business! It is Olympiad, it is fight for the solid prize, so those advantages that players have in real life can also be the factors of success in this simulated business environment;

#### **Note:**

Only officially registered student participant should apply with questions to the ISBO7 and B-STRAT administrator, Mr. Taniel Zivzivadze. No other individual, who may be helping the officially registered ISBO7 participant is deprived the right to get in touch with the program administrator with respect to B-STRAT simulation related questions. In case of such a fact happening for the first time the ISBO7 administrator will explain the rules to the person and post information on the official website. In case of repeated enquiry ISBO7 administrator reserves the right to remove team/student from the competition immediately.

8. The auction is the component of B-STRAT that will be arranged only in the elite round. Each individual will be able to participate in the elite round by his/her virtual money. This way the differentiation between the students, moreover between the students of the same teams will happen. The number of auctions arranged will be decided by the ISBO7 administrator;
9. Visit the official website of the ISBO7 often enough to not to miss the updates - [www.isbo.ge](http://www.isbo.ge). The most part of the updates will be delivered to the teams by email of course, but some part can be placed only on the website;
10. B-STRAT simulation rounds arranged on the selective stage and the elite round are totally different. The selective round will be loaded with just basic simulation, where only teams compete. The additional modules and respective changes will be implemented in the elite round simulation to ensure individual competition of the students. Specifically:
  - a. The elite round simulation will have different product. The product in the selective round simulation will be usual one, musical center, entertaining product. But the product in the elite round will be multifunctional mobile smart device. Such will happen for the first time in the whole 14 year history of the B-STRAT simulation;
  - b. And again, for the first time, the teams will have a chance to create alliances and defend themselves in an organized way on the virtual market;
  - c. The auction will be arranged only in the elite round in order to differentiate between the students;
  - d. The investment program will be implemented only in the elite round. This will further differentiate between the students by conducting individual investment activities;
  - e. The total score [number of points] will be comprised from the points as well as from the gained virtual money in the elite round. Transfer system will be known before the start of the elite round;
11. Every student can receive only one certificate in the SBO7 if deserved. His/her lecturer will also receive the certificate of appreciation. In addition any ISBO7 partner may give out addition certificate for a certain achievement.
12. With respect to documenting rule: The program administrator documents and reserves every stage, every single communication with anyone within the ISBO7 throughout the whole program;
13. There will be no test for earning start-up capital in the elite round. All teams will start from amount of capital defined by the ISBO7 administrator on the due time;
14. Those teams, that earned "pass" to the elite round in the selective stage, must follow the following rules when registering for the elite round:
  - a. Company name must be same. Name can be changed only if the team will find a sponsor company, real business company that will cover the registration fee. In this case the participant team can play with the name of the sponsor company;
  - b. No individual can be added to the team;
  - c. One or more individuals can withdraw from the team;

**... and the most important is:**

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 You can contact Mr. Tariel ZIVZIVADZE, the ISBO7 manager and B-STRAT administrator by emails: [isbo@isbo.ge](mailto:isbo@isbo.ge) and [marnetllc@gmail.com](mailto:marnetllc@gmail.com). The date of the last update of the file: October, 2012

**If any of the rules above confront with the rules delivered additionally by Mr. Tariel Zivzivadze, priority is give to the one, that is delivered to you LAST.**

**The last important advice to the teams/students:**

NEVER try to bend the rules around yourself!!!

Remember, that you are acting in the simulated business environment which is developing according to the basic laws of real business life, but its not a 100% copy. Follow the rules and the instructions given by the program administrator. He is your only friend. Write him if you have questions or concerns, but no matter the answer you still have to comply with the established rules and procedures.

**Good LUCK!**