**Covid-19 Plan**

In the unfortunate event that Covid-19 restrictions prevents any school from being able to physically attend the University of Newcastle in person, the following protocols will apply.

* A ZOOM meeting will be booked and will include each participating school, guest speakers, judges, MC and audience members (traditionally staff members of the Newcastle Business School). Invitations will be sent out and the meeting will be limited to these.
* The Covid-19 Restricted teams will need to present via ZOOM. Please note: teams will be encouraged to pre-record their presentations and send these into the Newcastle Business School at least 2 days prior to the event.
	+ The pre-recording will only be used in the event where a team is unable to access ZOOM on the day and team members MUST still be available via phone to answer questions about their presentation and to receive feedback from the judges.
* Guest Speakers, judges and audience members will either be in attendance at the University of Newcastle (whilst adhering to social distancing protocols) or will also be able to attend via ZOOM from alternative locations. Please note: Guest Speakers will also be given the opportunity to pre-record their speeches and these will be used in the case that they are unable to attend in person AND unable to access ZOOM on the day.
* After the presentations are completed, all participants will be excused whilst the judges take the time to select the winning school.
* A second ZOOM meeting time will be booked to announce the winner.
* ZOOM meeting times will be booked in advance and provided to all relevant parties. It will be expected that all relevant parties will be ready to proceed at the booked time. Please ensure that you have ZOOM capabilities and that both your camera and microphone are working.

**Bushfire/Other Emergency**

* If one team is impacted by a bushfire/emergency, then only that team will be required to ZOOM in for their presentation. This will apply when the emergency occurs in close proximity to the event and rescheduling of the other teams will cause significant financial/logistical concerns.
* If several teams are impacted by a bushfire/emergency then alternative arrangements may need to be considered. However, decisions regarding postponement or other alternative arrangements will be made based on the available information at the time.