



EURO CHALLENGE

2019 Competition Guide



EUROPEAN UNION
DELEGATION TO THE USA

w!se

working in support of education

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INTRODUCTION

Welcome to the Euro 2019 Challenge! This guide provides participants with an understanding of the competition and its rules and procedures. We hope you enjoy your experience.



The Euro Challenge is a program of the Delegation of the European Union to the United States ("The Delegation") and was created to promote an understanding of the euro area (EA) and the euro. The program provides 9th and 10th grade students with an exciting opportunity to research and explore economic issues facing countries in the euro area and propose solutions to them. Culminating in a competition, teams of 3-5 students present their findings during regional heats. The best teams then compete in the national finals in New York City.

The Euro Challenge was launched in 2006 by the Delegation in partnership with The Moody's Foundation and with guidance and advice from the Federal Reserve Bank of New York and Working in Support of Education (W!se). Other partners include BNP Paribas, Florida International University, the University of Pittsburgh, the University of Illinois, the University of Texas at Austin, University of Washington, the Federal Reserve Bank of Chicago (Detroit Branch), the World Affairs Council of Charlotte, the World Affairs Council of Seattle, and the Federal Reserve Bank of Atlanta (Miami Branch).

The National Coordinator for the competition is W!se - the central point of contact for participating schools throughout the competition. W!se can be reached at:

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Phone: (212) 421-2700, Fax: (212) 980-5053
jdelia@wise-ny.org

Individual states or a grouping of states have been designated as a region and in each region, a regional coordinator (listed in Appendix 1) organizes the Preliminary Round of the competition. These coordinators are the regional points of contact for participating schools in each respective Preliminary Round. **If you are unable to reach your regional contact person for any reason and have questions, please contact W!se.**



THE 2019 CHALLENGE

Teams competing in the Euro Challenge are expected to address the three-part Challenge Task:

- 1) Describe the current economic situation in the euro area (the economic region consisting of the EU member countries who have adopted the euro), and include a discussion of GDP growth, unemployment, and inflation in the euro area.
- 2) Select one of the following economic-related challenges confronting the euro area as a whole, and pick one of the member countries of the euro area to illustrate that challenge:
 - Demographics and Aging Population
 - What Role Does Fiscal Policy Play in Promoting Economic Growth?
 - Living With a Single Monetary Policy
 - Tackling High Youth Unemployment
 - Managing Migration Flows
 - Inequality and Social Mobility
 - Innovating for Long-Term Growth and the Future of Work
- 3) Recommend a policy or policies for addressing the challenge identified in the country selected and explain the impact of having a single currency.

RECOGNITION AND AWARDS

MONETARY AWARDS



Competing students and teachers from all participating schools will receive electronic certificates for distribution. At the end of the Final Round, one (1) team trophy will be awarded to each of the finalist schools.

Monetary awards, generously provided by The Moody's Foundation, will be distributed by W!se to the finalist teams thirty (30) days after the Final Round is completed. Checks for each student will be sent by mail to the faculty advisor. Subject to grant approval, the monetary awards

for the 2019 Euro Challenge will be:

Team Standing	Individual Student Prize	Team Prize (3/4/5 Members)
1 st Place	\$1,250	\$3,750/\$5,000/\$6,250
2 nd Place	\$1,000	\$3,000/\$4,000/\$5,000
3 rd Place	\$750	\$2,250/\$3,000/\$3,750
4 th Place	\$500	\$1,500/\$2,000/\$2,500
5 th Place	\$250	\$750/\$1,000/\$1,250

RECOGNITION AND AWARDS RECEPTION

All semifinalist and finalist teams are invited to the Recognition and Awards Reception hosted by The Moody's Foundation at the Moody's Corporation, 250 Greenwich Street, New York, NY 10007. The Reception will follow the Final Round of the Euro Challenge and include a presentation of the awards by representatives from The Delegation (often by the Ambassador of the EU to the United States), and The Moody's Foundation. All finalist teams are required to attend the Reception. Each team must pre-register through W!se for the Reception. As space is limited, no friends, families or non-school associated guests are generally allowed to attend. Once a team has registered, any request for substitutions will have to be made in writing by the faculty advisor to W!se.

TRIP TO WASHINGTON, DC

Subject to grant approval by Moody's, the top two finalist teams in this year's competition will also earn a trip to Washington, D.C. in the spring of 2019 (late May or early June), to visit The Delegation and other institutions. The grant covers transportation to and from Washington, D.C. together with lunch on the day of the trip.

The cost of hotel accommodations for the (3-5) competing student team members and one faculty advisor as well as dinner on the day of the trip may also be covered.



THE 2019 COMPETITION

The 2019 Euro Challenge will take place over three Rounds – a Preliminary Round, to be held in each respective region, and Semifinal and Final Rounds to be held in New York City.

PRELIMINARY ROUNDS

In each region, it is up to the regional coordinator to decide whether the Preliminary Round will be held virtually or as a hybrid competition. In hybrid regions, teams may choose EITHER to deliver their presentations virtually OR on-site. There is no minimum or maximum distance requirement; any school located in a hybrid region is eligible to choose either way to deliver their presentation. In virtual regions, ALL schools must present virtually.

Virtual presentations will be conducted through WebEx Video Conferencing during the Preliminary Round of the competition. The table below lists the competition format for each region in 2019.

Region	Preliminary Round Format
Connecticut, New Jersey & New York	Hybrid Competition
Florida	Hybrid Competition
Midwest	Hybrid Competition
Michigan	Hybrid Competition
New England	Virtual Competition
North Carolina	Hybrid Competition
Pennsylvania	Hybrid Competition
Texas	Virtual Competition
Washington D.C., Maryland, Virginia	Virtual Competition
Northwest	Virtual Competition

In all regions holding hybrid competitions, both on-site and virtual presentations will be conducted on the scheduled Preliminary Round date. In regions holding virtual competitions, a Virtual Preliminary Round date will also be determined. All virtual presentations will take place on this date. The dates and locations (if applicable) for each Preliminary Round are below.

PRELIMINARY ROUND	
Region	Date & Location (if applicable)
Connecticut, New Jersey & New York	Tuesday, April 2 & Wednesday, April 3: Deutsche Bank, 60 Wall St., New York, NY 10005
Florida	Wednesday, March 13 (Virtual) & Thursday, March 14 (On-site): Federal Reserve Bank of Atlanta (Miami Branch) 9100 N.W. 36 th Street, Miami, FL 33178
Midwest	Friday, March 22: Illini Center, 200 S. Wacker Drive, Chicago, IL 60606
Michigan	Monday, March 18: Federal Reserve Bank of Chicago (Detroit Branch), 1600 E. Warren Ave., Detroit, MI 48207
New England	Friday, March 29: Virtual ONLY
North Carolina	Tuesday, March 12: University of North Carolina Charlotte 9201 University City Blvd, Charlotte, NC 28223
Pennsylvania	Friday, March 22: European Studies Center, University of Pittsburgh, 4200 Wesley W. Posvar Hall, Pittsburgh, PA 15260
Texas	Friday, March 29: Virtual ONLY
Washington, D.C., Maryland, Virginia	Wednesday, March 13: Virtual ONLY
Northwest	Friday, March 29: Virtual ONLY

SEMIFINAL AND FINAL ROUNDS

For the Semifinal and Final Rounds, all presentations **MUST** be presented in person in New York City (No Video Conferencing). The dates and locations for the Semifinal and Final Rounds and Awards Reception are below.

SEMIFINAL & FINAL ROUNDS	
Date & Time	Event
Thursday, May 2 8:00 A.M. – 12:30 P.M.*	Semifinal Round Federal Reserve Bank of New York 33 Maiden Lane, New York, NY 10038
1:00 P.M. – 4:30 P.M.*	Final Round Federal Reserve Bank of New York 33 Liberty Street, New York, NY 10045
5:15 P.M. – 7:00 P.M.*	Recognition and Awards Reception The Moody's Foundation 7 WTC at 250 Greenwich Street New York, NY 10007

*Times are subject to change

DEADLINES

Each advisor and student participant is required to email a signed Euro Challenge Media Release Form to Jude D'Elia at jdelia@wise-ny.org.

Before the Preliminary Round, participating schools are required to submit the names of their competing students, alternate team members, their teams' country and economic challenge selections and the method in the hybrid regions they have selected for their presentation (virtual or on-site). Use the form at:

<https://www.euro-challenge.org/registration-forms/>

SUBMISSION DEADLINES

Date	Required/Submission
Friday, February 15	1) Student Names 2) Country and economic challenge selection 3) Virtual or on-site presentation choice (for hybrid regions) 4) Media Release Forms for each student and advisor
Tuesday, April 23	1) A digital copy of the PowerPoint slides (that will ONLY be used if the team advances to the Final Round). Please submit digital media electronically (preferred) or by mail to W!se. Additional information for submitting digital media will be communicated to advancing teams prior to the Semifinal Round.

ELIGIBILITY AND TEAM MAKE UP

Only one team per school may compete in the Euro Challenge competition. Each team must have a faculty advisor. Teams must consist of **9th and/or 10th grade students**. A **minimum of three (3)** and a **maximum of five (5)** students can present as a team. Additional students can assist with the preparation of the team's presentation.

Team members cannot change between Rounds unless a specific student is UNABLE to participate. This change must be submitted in writing (i.e. fax or email) to W!se at least one (1) week prior to the Round. If the change in a team's roster is deemed to be unauthorized, the team will be disqualified.

At their sole discretion, regional coordinators may limit the number of alternates who can attend on-site Preliminary Rounds of the competition. **No more than TWO alternates may attend the Semifinal and Final Rounds of the competition.**

TEAM IDENTIFICATION

After registering for the competition, participating teams will be given a team number (or other anonymous designation) by which they will be identified. Teams **MUST NOT** name/disclose their school when they make their presentation virtually or on-site in front of the judging panel.

All teams that advance to the Semifinal Round will be issued a new team number and **MUST NOT** state their school name to the judges.



TEAM PRESENTATIONS

In each Round (Preliminary, Semifinal and Final), teams will make a 15-minute presentation. Team presentations are expected to address **ALL PARTS** of the three-part Challenge Task. Teams may choose any format for their on-site or virtual presentation (e.g., role playing, simulation, PowerPoint, videos, slides and/or other visual or tangible aids). All team members are required to deliver a part of the presentation in each Round.

Semifinalists **ARE** permitted to update their presentations after the Preliminary Round. Changes can be made to the data and content of the presentation, **but the challenge issue and country selection MUST remain the same.**

In preparation for the competition, teams are encouraged to view Final Round presentations from previous years of the Euro Challenge. These presentations are located at: <https://www.euro-challenge.org/video-gallery/>. Teams can also view additional resources such as instructional videos on topics (e.g., answering question 1 of the Challenge Task), information on the nineteen countries that make up the euro area and links to related articles and websites at: <https://www.euro-challenge.org/challenge-sheets/>.

QUESTIONS AND ANSWERS

During **ALL** Rounds, following its 15-minute presentation, each team will participate in a 10 minute question-and-answer period. Judges will ask the team members several different types of questions, such as:

- Follow-up questions based on the presentation
- Questions related to the Euro Area and the implications of adopting the euro

- Questions designed to determine students’ understanding of basic economic concepts

Team members are permitted to briefly and quietly discuss the questions (i.e., huddle) before answering; however, they should limit the frequency and duration of all consultations. Please note, the judges’ scoring rubric includes a rating for team participation i.e. substantial participation by all team members during the question-and-answer period.

SCORING

Judges will score team presentations based on the following scoring criteria:

- Knowledge about the current economic situation and related challenges facing the euro area and the country selected and about the economic consequences of adopting the euro (30%)
- Recommended policy prescription including creativity and feasibility of policy response and justification of how policy effectively addresses challenge in the country selected (20%)
- Responses to judges’ questions (20%)
- Depth of research and analysis (10%)
- Quality of presentation (10%)
- Teamwork and cooperation (10%)

The official 2019 Euro Challenge scoring rubric and judge’s rules will be used on all competition days (i.e., during the Preliminary, Semifinal and Final Rounds).

Please review the scoring rubrics at www.euro-challenge.org for a more detailed explanation of these criteria.

JUDGING

Presentations will be reviewed and scored by 3-4 judges during each Round. Selected judges come from a variety of backgrounds including academics, business, finance and the diplomatic community. They participate in an orientation/training prior to the competition. **All judges are permitted to judge only ONE Round of the competition.**



COMPETITION RULES & PROCEDURES

PRELIMINARY ROUND

All Preliminary Rounds will be organized by the regional coordinators (see Appendix 1). Teams in each region can consult their coordinator or W!se for details about the structure and schedule for their respective Preliminary Round. The regional coordinator will report scores of teams competing in their region to W!se.

On-Site Presentations

If your team is located in a region hosting a hybrid competition and plans to present on-site, please refer to the following rules:

- Each team is required to be at its respective competition site no later than a half hour, but no earlier than forty-five (45) minutes prior to the scheduled presentation time. **If a team arrives more than 15 minutes late for its scheduled presentation time during any Round, the team may forfeit the opportunity to make its presentation in that Round.**
- Upon arrival, teams must report to the designated Euro Challenge competition waiting area, where the room assignment for their presentation will be announced.
- **Coordinators may limit the number of alternates who can attend the Preliminary Round.**
- Teams may distribute copies of their presentations/relevant handouts to the judges. Teams are responsible for bringing copies. **Note: No gifts please.**
- **Only ONE (1) faculty advisor will be admitted to observe the Preliminary Round presentation of their student teams. Parents, other faculty members, and friends are NOT permitted to observe the team presentation.**
- The faculty advisor is **NOT** permitted to speak to the judges at any time during his/her team's presentation. In addition, the faculty advisor is **NOT** permitted to assist in the set-up of the team's presentation nor are they allowed to signal or communicate in any way with the team once inside the presentation room. **Any violation of this rule will result in an automatic penalty for the team of 10 points.**
- Team members must wait until the Lead Judge welcomes them and invites them to start their presentation.
- Upon completing their Preliminary Round presentation, teams will be escorted to a waiting room designated by the regional coordinator. **Teams may NOT wait in the presentation room to observe subsequent team presentations.**
- Upon the completion of all team presentations, the regional coordinator may announce which team(s) will advance to the Semifinal Round. Otherwise, the coordinator will notify the faculty advisor via email or phone, generally within forty eight (48) hours.

Virtual Presentations

Teams presenting virtually via WebEx Video Conferencing will be assigned a presentation time on the designated Preliminary Round date in their region and will be sent instructions to login to the Video Conferencing session prior to this date. If your team is located in a region holding virtual presentations only, or your team decides to present virtually for the Preliminary Round, please review Appendix 2 carefully for instructions about WebEx.

SEMIFINAL AND FINAL ROUNDS

Based on the Preliminary Round scores from each region's judging panel, **twenty five (25)** teams will advance to the Semifinal Round. In all regions, teams will be notified either on the day of or within forty-eight (48) hours of their respective Preliminary Round whether they have advanced to the Semifinal Round. Please check with your regional coordinator for more information regarding advancing teams in your region. **Five (5) teams** will advance to the Final Round which will be held immediately following the Semifinal Round.



Both the Semifinal and Final Rounds of the competition will be held at the Federal Reserve Bank of New York in New York City. The Semifinal Round will take place during the morning of May 2, 2019. The Final Round will take place during the afternoon of the same day. **ALL presentations must be delivered on-site for the Semifinal and Final Rounds.**

Teams traveling to the Semifinal Round from outside the New York Region are required to confirm with WISE either by phone or e-mail (see contact information on page 3) that they have arrived safely in New York City and have checked into their hotel. This communication should occur immediately upon check-in, and is the sole responsibility of the faculty advisor.

Reminder: All teams that present must have submitted media release forms for each student and teacher.

Semifinal Round

- **Teams may not bring more than TWO (2) alternate team members.**
- Each team is required to be at the Federal Reserve Bank of New York no later than a half hour, but no earlier than forty-five (45) minutes prior to the scheduled presentation time.
- Upon arrival, teams must report to the Euro Challenge competition Waiting Room, where they will learn the room assignment for their presentation.
- **NO technology will be provided and schools will NOT be permitted to bring or use their own. Therefore, teams won't be able to use PowerPoints or other electronic media. They may distribute hard copies of their presentations or poster boards of the presentation to the judges.**

- **Only ONE faculty advisor will be admitted to observe the Semifinal Round. Space permitting, W!se reserves the right to allow or disallow the two alternate team members inside the Presentation Room.**
- The faculty advisor is **NOT** permitted to speak to the judges at any time during his/her team's presentation. In addition, the faculty advisor is **NOT** permitted to assist in the set-up of the team's presentation nor are they allowed to signal or communicate in any way with the team once inside the presentation room. **Any violation of this rule will result in an automatic penalty for the team of 10 points.**
- Teams must wait until the Lead Judge invites them to start their presentation.

Final Round

- Upon completing its Semifinal Round presentation, each team will return to the designated Waiting Room until the lunch break.
- During lunch, scores will be tallied to determine the five teams advancing to the Finals.
- After lunch, the finalist teams will be announced and a drawing will take place to determine the presentation order. Once the order has been announced, the finalist teams will leave the Final Round presentation room and be brought in one-by-one by a W!se staff member a few minutes before their scheduled presentation time. All teams, except for the school presenting first, will be brought to the competition Waiting Room. The finalist team presenting first will wait immediately outside the presentation room for instructions on when to enter the stage area and will be instructed to start by the Lead Judge.
- Teams may use the PowerPoint slides sent to W!se on the laptop and projector provided.
- Teams that are not finalists are invited and encouraged to observe the Final Round.
- Finalist teams may watch all remaining presentations **ONLY** after they have presented.
- Team members may distribute relevant handouts to the judges.
- Friends, family, guests and school personnel may attend the Final Round. These attendees must have been pre-registered by the faculty advisor by contacting W!se.

ADDITIONAL INFORMATION

CONDUCT AND BEHAVIOR EXPECTATIONS

- One faculty advisor **MUST** be present with their team at all times. Advisors must not engage or converse with judges during their team's presentation in any Round or assist in the setup of any technology.
- Team members are expected to conduct themselves in a professional manner. This means that every courtesy, both in speaking and behavior, should be extended to all participating students, faculty advisors, school personnel, judges and dignitaries at the competition.
- A team member may not interrupt judges while they are speaking.
- Use of cell phones and other communication devices is prohibited in any area of a competition site during any Round. During any regional on-site Preliminary Round and during the Semifinal and Final Rounds, the faculty advisor **MUST** collect all of his/her team's communication devices and place them in a labeled bag provided by the regional coordinator or W!se. A team member may only access his/her communication device in the case of an emergency and must be approved by the regional/national event coordinator.
- Smoking inside any area at any on-site Preliminary Round site and at the Federal Reserve Bank of New York, site of the Semifinal and Final Rounds, is prohibited.

- Team members and other event attendees at any regional Preliminary Round sites and the Federal Reserve Bank of New York, for security reasons, must remain in designated areas. Movement within all facilities will be allowed only under the escort of an authorized adult.
- Good Sportsmanship: The traditional value of sportsmanship needs thought and attention. It is expected that all teams and their members demonstrate proper sportsmanship during the competition. You demonstrate good sportsmanship when you show respect for yourself, your teammates, your opponents and the judges. A part of sportsmanship is playing clean and handling both winning and losing with style and dignity; it can have a positive influence on everyone. Good sportsmanship suggestions include:
 - Abide by the rules of the competition.
 - Share in the responsibilities of your team.
 - Keep communication positive and enthusiastic even if your team loses.
 - Stay cool by exhibiting composed behavior, even if others are losing their tempers.
 - Respect the effort made by other teams.
 - Applaud good performance no matter who gives it.
 - Cheer on your teammates with positive statements.
 - Avoid trash talking the other teams.
 - When officials make a decision, accept it gracefully even if it goes against you.
 - Shake hands with/congratulate the winning team(s).

DRESS CODE

All team members, including the Faculty Advisor, are expected to dress in standard business attire for all Euro Challenge competition events, including the Awards Reception. Men are to wear business suits or sport coats and ties. Women are to wear dresses or business suits.

Sneakers, jeans and casual clothing are **not** acceptable. No hats or sunglasses should be worn inside the competition venue.

PHOTOGRAPHY AND VIDEOTAPING

Faculty advisors may **NOT** videotape, photograph or record their teams in **ANY** area of the competition site during any Round. **NO** one will be permitted to cause a distraction by roaming any area of the competition site during any Round.

Any action that distracts from or interferes with a team's presentation should be avoided.

The Final Round may be taped by the Federal Reserve Bank of New York for the purpose of marketing the Euro Challenge competition in future years.

SECURITY

If presenting at an on-site Preliminary Round, teams should check with the designated coordinator for the security requirements of their Preliminary Round site. **A PHOTO I.D. MAY BE REQUIRED TO ENTER THE SITE.** It is the sole responsibility of each faculty advisor to ensure that all team members from his/her school have the appropriate photo I.D. on their person when they arrive at their competition site if one is required.



For security reasons, team members and guests at The Federal Reserve Bank of New York must remain in designated areas. Movement within the building will be allowed only under the escort of an authorized adult.

Photo identification (government or school-issued) is required for admittance to the Semifinal and Final Rounds held at The Federal Reserve Bank of New York building. IT IS THE SOLE RESPONSIBILITY OF EACH FACULTY ADVISOR TO ENSURE THAT ALL TEAM

MEMBERS FROM HIS/HER SCHOOL HAVE THE APPROPRIATE PHOTO ID ON THEIR PERSON WHEN THEY ARRIVE AT THE BANK. Please Note: At all times during the Semifinal and Final Rounds of the competition, students, faculty advisors and guests **MUST HAVE VALID PHOTO I.D.** available.

TECHNOLOGY

Any team participating in an on-site Preliminary Round, should check with the designated regional coordinator to see if they need to bring its own laptop(s), projectors and any other technology for the competition.

If presenting virtually for the Preliminary Round, teams should reference Appendix 2 for instructions about WebEx.

For the Semifinal Round, NO technology will be provided and teams will NOT be permitted to bring or use their own. Therefore, student teams will not be able to use PowerPoints or any other electronic media. They may, however, distribute hard copies of their presentations to their panel of judges or use poster boards of their presentation to support their presentation delivery.

For the Final Round, a laptop and projector, provided by the NY FED, will be used for team presentations.

Teams may use PowerPoint (Acceptable versions will be announced at a later date), video, slideshows and/or other visual/tangible aids during their on-site or virtual presentations. Teams wishing to use other presentation tools at an on-site Preliminary Round, such as Apple's KEYNOTE application, should check with their designated regional coordinator to see if these tools are supported. Please note that the **NY Fed DOES NOT support Apple products; teams that use KEYNOTE in the Preliminary Round and who later advance to the Final Round, MUST, therefore, convert their KEYNOTE Presentation into PowerPoint.**

Please Note: Internet access may not be available to teams at regional Preliminary Round sites and will NOT be available during the Final Round.

In preparation for the Final Round, W!se must receive a copy of team presentations by **Tuesday, April 23, 2019.** Submitted PowerPoint presentations will be pre-loaded and ready for use by teams who advance to the Final Round on May 2. Teams are **STRONGLY ENCOURAGED** to bring four (4) paper copies of their presentations, to be used in the event of technical difficulties.

DISCLOSURE STATEMENT

W!se reserves the right to disqualify any team or team member, at any time during the 2019 Euro Challenge, for a violation of any rule in this guide or for any behavior that W!se deems to be dishonorable.

THANK YOU AND GOOD LUCK!

APPENDIX I

REGION	CONTACT INFORMATION
Florida	<p>Christine I. Caly-Sanchez European Union Center of Excellence Florida International University 11200 SW 8th Street, SIPA 508, Miami, FL 33199 (305) 348-5949, calyc@fiu.edu</p>
Illinois, Indiana & Wisconsin	<p>Sebnem Ozkan & Paul Myers University of Illinois 910 S. Fifth Street Champaign, IL 61820 (217) 244-0570, asozkan@illinois.edu (217) 300-7438, psmyers2@illinois.edu</p>
Massachusetts	<p>Jude D’Elia & Khyla Duarte Working in Support of Education (w!se) 227 East 56th Street, Suite 201, New York, NY 10022 (212) 421-2700, jdelia@wise-ny.org; kduarte@wise-ny.org</p>
Michigan	<p>Katherine Nelson Federal Reserve Bank of Chicago, Detroit Branch 1600 East Warren Ave, Detroit, MI 48207 (313) 964-6170, katherine.nelson@chi.frb.org</p>
Connecticut, New Jersey & New York	<p>Jude D’Elia & Khyla Duarte Working in Support of Education (w!se) 227 East 56th Street, Suite 201, New York, NY 10022 (212) 421-2700, jdelia@wise-ny.org; kduarte@wise-ny.org</p>
North Carolina	<p>Charlotte Klopp World Affairs Council of Charlotte UNC Charlotte- 227 CHHS, 9201 University City Blvd, Charlotte, NC 28223 (704) 687-7759, cklopp@worldaffairscharlotte.org</p>
Pennsylvania	<p>Allyson Delnore European Studies Center University of Pittsburgh 4216 Posvar Hall, 230 South Bouquet Street, Pittsburgh, PA 15260 (412) 624-5404, adelnore@pitt.edu</p>
Maryland, Virginia & Washington, D.C.	<p>Jude D’Elia & Khyla Duarte Working in Support of Education (w!se) 227 East 56th Street, Suite 201, New York, NY 10022 (212) 421-2700, jdelia@wise-ny.org; kduarte@wise-ny.org</p>
Texas	<p>Matthew Rabatin Center for European Studies University of Texas at Austin 158 W 21st St, Mezes 3.126 Austin, TX 78712 (512) 232-4311, ces@austin.utexas.edu</p>
Northwest	<p>Phil Lyon Center for West European Studies & European Union Center University of Washington 1410 NE, Seattle, WA 98195 (206) 543-1675, cweseuc@uw.edu</p> <p>Ryan Hauck World Affairs Council of Washington, D.C. 1200 18th St. NW #902 Washington, D.C. 20036 (202) 293-1051, rhauck@world-affairs.org</p>

Appendix 2: Euro Challenge WebEx User Guide

In order to give a Virtual Preliminary Round presentation, teams **MUST** have a computer with a functioning webcam and Internet access. Teams must **ALSO** have access to a telephone with a **SPEAKER**.

1) Test your System Configuration

BEFORE THE DAY of the Preliminary Round, your students should test the system on the computer they will be using for their presentation to ensure the WebEx system is compatible. To test the system configuration, please follow the steps below:

Step 1: Visit <http://www.webex.com/test-meeting.html>.

Step 2: Enter ANY name and email address and select: **Test a Meeting**. If the computer does not have the WebEx application, the application will need to be downloaded as prompted by the browser.¹

Step 3: A popup message will appear saying “The host has not yet joined the meeting.” Click **OK** in the pop up box and a message should appear saying “Congratulations, your test was successful!” This means the computer is compatible with the WebEx system.

If your students are unable to connect while testing their configuration, **call 1-866-229-3239 and choose Option 1.**

2) Join a WebEx Meeting

ON THE DAY of the Preliminary Round Presentation, students **MUST** join a WebEx meeting before they can make their presentation. To join the meeting, they will need to have access on their computer screen to the WebEx invitation email that will be **EMAILED** to the faculty advisor either by w!se or the school’s Euro Challenge regional coordinator at least one week prior to the date of the Preliminary Round. To join a meeting, students must a) Launch the WebEx meeting center, b) Connect to the Audio Conference **AND** c) Start their camera in the WebEx meeting.

A: Launching the WebEx Meeting Center

Step 1: Open the email invitation and click **Join WebEx Meeting**. *The Meeting Information page will appear.*

Step 2: Under Join Meeting Now, **enter YOUR ASSIGNED TEAM NUMBER and email address**

(NOTE: If the designated host of the meeting (lead judge, regional coordinator or w!se staff member) has not yet joined the meeting, you will not be able to complete Step 2 until they have joined.)

Step 3: Click **Join Now**. If the team has not downloaded the application as described in 1) Testing Your System Configuration, the application **MUST** be downloaded now before the presentation can begin. *The students will then be connected to the meeting.*

B: Connecting to the Audio Conference

After joining the meeting, the students must dial into the audio conference line:

Step 1: Dial the phone number listed in the WebEx invitation email

Step 2: When prompted, enter the meeting access code provided in the invitation email, followed by the attendee ID # (also provided)

C: Starting your Camera

To activate the webcam for the meeting, click on the camera icon  next to YOUR TEAM NUMBER on the right hand side of the screen. When connected, the icon turns green, and a video screen will appear. Students will be able to see themselves in the video screen. The judges will also appear if they have already joined the meeting.

3) Deliver your Euro Challenge Virtual Presentation

A: Making your Presentation

To share the slides they **MUST**:

Step 1: Open the presentation file on the computer, **BUT DO NOT START THE SLIDE SHOW**

Step 2: On the menu bar at the top left of the WebEx Meeting Center screen, click **Share**

Step 3: Click **Application** in the Share menu

Step 4: Click on the application (e.g. PowerPoint, Keynote, etc.) to share the presentation with the judges

(NOTE: When the presentation application is shared, the Meeting Center will disappear to the top of the screen AND the video screen will shift to the upper right-hand corner of the screen.)

Step 5: Once invited to begin the presentations, students **MUST START THE SLIDE SHOW**

B: Questions and Answers

After students have completed their presentation, they **MUST** hover the mouse over the top of the screen and select **Stop Sharing**. They will then automatically return to the WebEx Meeting Center and the video screen will replace the presentation slides. This will allow the students to address the judges' questions.

¹Browser Instructions to Download the WebEx Application

- **For Chrome:** Click the green button that says "Add WebEx to Chrome" and when prompted, click on Add Extension and follow the instructions on the screen to download the application. If your computer will not allow you to use this method, click on "Run a Temporary Application" and follow the instructions on the screen.
- **For Internet Explorer:** Click on "Install" as prompted on the bottom of the screen and follow the instructions on the screen to download the application. If you are unable to use this method, click on "Run a Temporary Application" and follow the instructions on the screen.
- **For Firefox:** Click on the green button that says "Download and Agree" and follow the instructions to download the application. If your computer will not allow you to use this method, click on "Run a Temporary Application" and follow the instructions on the screen.
- **If you have problems, please consult the school's technical support department.**