

In March, companies should be focussing on preparing for the **HSBC Young Enterprise Innovation Awards**. This is the annual celebration of the achievements of the students and in March the first round of the competition to find the Best YE Company 2011 takes place at the Local Area Finals.

1. **By Friday 4 March Email** clare.belton@yese.org.uk to confirm that your YE Company will be taking part in the competition. Please include your company name, school, and area board (North Oxfordshire, Central Oxfordshire or South & Vale)
2. **Read a copy of the *Company Judging Guidelines and Criteria*** which you received in the Company Admin Pack when you registered. Alternatively, it can be downloaded from the YE web-site or an electronic version was attached with this update. **This is essential!**
3. **Write the Company report** - Read the *Hot Tips for Producing your Company Report* attached with this update.

Remember that the report:

- Must be written by students
- Not be based on a template from previous years
- 10 sides A4, easily separated
- Font size 12 point minimum

Remember to include something on each of the 10 judging criteria

- Communication
- Company administration
- Customer focus, marketing and sales
- Financial Systems and Results
- Innovation and Entrepreneurship
- Objective setting/planning/review
- Problem solving
- Product development
- Skills & understanding
- Team work

The first page:

- Must begin with a contents list
- Must include an Executive Summary with
 - Company name
 - Mission statement
 - Product/service
 - Summary of financial results

Summary statement of company performance

The cover is in addition to the 10 permitted pages and must include:

- School/college and link teacher
- Advisers and companies
- Young Enterprise Area Board
- Whether Interim or final accounts

The report must include accounts

- State if they are Final or interim,
- Show provision for YE VAT and YE Corporation Tax
- Balance Sheet
- Profit & Loss Account to date

Dates for Your Diary

18 March 2011

Company Reports deadline by noon

24 March 2011

Email PowerPoint Presentation

26 March 2011

National Trade Fair, Stratford

28 March 2011

North Oxfordshire Area Final
Bicester Hotel

29 March 2011

Central Oxfordshire Area Final
Harley Davidson Europe

30 March 2011

South Oxfordshire & Vale Area Final, Unipart House

22 April 2011

Last date for entering students for OCR examinations.

12 May 2011

YE Oxfordshire County Final, Said Business School, Oxford

14 June 2011-02-21

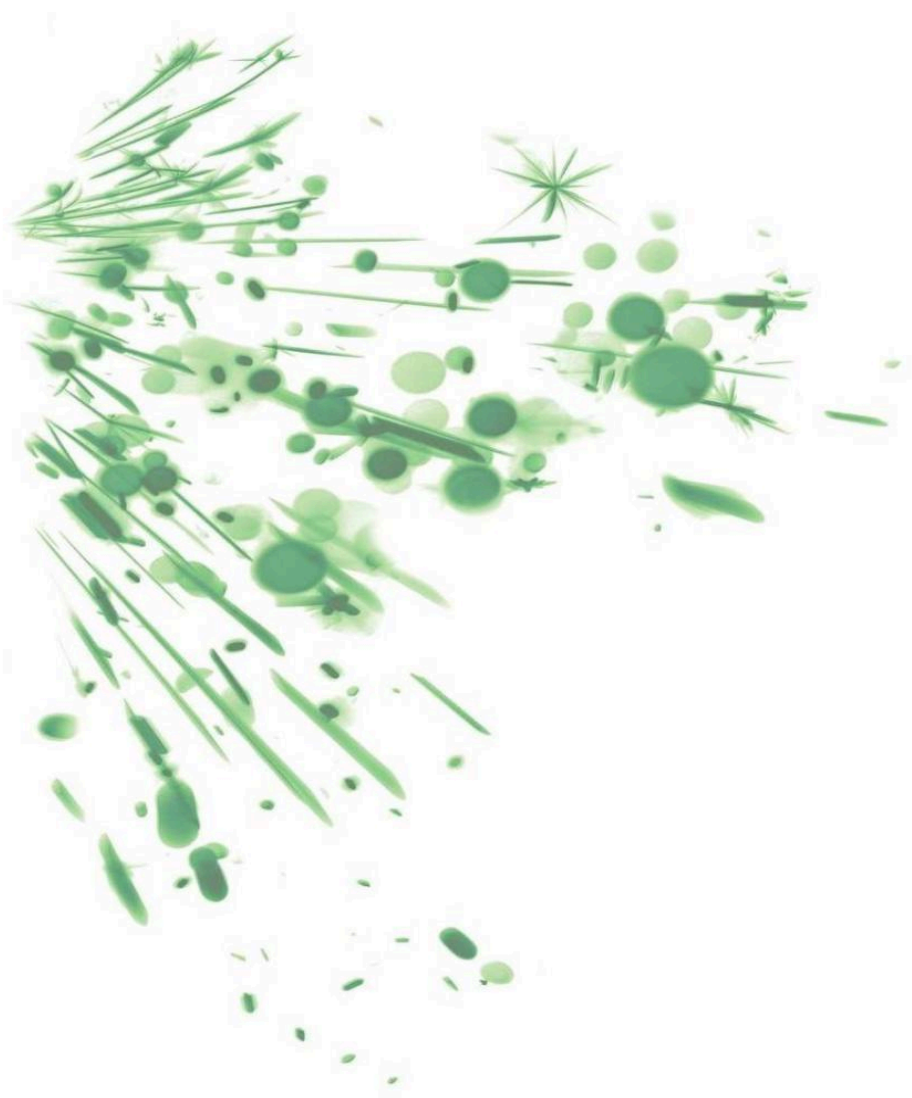
SE Regional Final, Horsham

11-14 July 2011

UK National Final
Savoy Hotel, London

1. **Send 5 hard copies** of the report to Clare Belton, YESE, Harwell Innovation Centre, Building 173, Curie Avenue, Harwell, Oxon, OX11 0QG. **Reports must be received by noon, 18 March 2011**, latest. No late entries can be accepted. If you are hand delivering entries please hand them directly to Clare Belton or Sarah Middleton. Please do not leave them with reception.
 2. **Prepare to attend your Local Area Final** on 28, 29 or 30 March. You will need to set up a trade stand, be interviewed by the judges and give a 5 minute Business Presentation. Full details are given in the ***Company Judging Guidelines and Criteria***. You must read this carefully. The judges will have already read your company report.
 3. **By Thursday 24 March 2011 email your PowerPoint Presentation** to sarah.middleton@yese.org.uk. You will receive an email confirming when it has been received. If you do not receive this confirmation it is your responsibility to chase this up. Try to avoid massive files which cannot be received electronically.
 4. **At the local Area Finals the judges will examine your stand and interview your company.** Your Trade Stand should show:
 - Name of company
 - Name of school
 - Advisers and their companies
 - Young Enterprise Board
 - Product/service
 - Highlights of sales and financial performance
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1. **Business Presentations are the final element of the competition** and are given at the Area Final event. Read the guidelines carefully. Remember that:
 - You will be cut off after 5 minutes
 - The presentation team must not exceed 5 company members (including visual aids operator)
 - Summarise key experiences, learning, highs & lows, mistakes
 - You can use PowerPoint but beware of using music and video clips – read the rules regarding what is allowed. While we will try to support your IT requirements it cannot always be guaranteed.

Good Luck!
**We look forward to meeting your Company at the Area
Finals**



Other County Competitions You Can Enter

JSP Manufacturing Award

Ems2 Environmental Sustainability Award

Oxford Mail Media Award

On-line Media Award

For information on how to enter visit www.yeoxfordshire.org.uk > competitions

Closing date 29 April 2011

Results announced at County Final, 11 May 2011

National Competitions You Can Enter

ICAEW Business Adviser of the Year

Cisco Human Networking Award

Log onto the YE web-site for details www.young-enterprise.org.uk/login

Results announced at the National Final, 14 July 2011