

---

October 2016

## Secondary/Post-secondary Guidelines

- Pg. 11** A statement has been added to the **Use of Cellular Phones** section, clarifying the use of cellular phones as mobile hotspots and when they can and cannot be used. ***Please note:** contestants may use their cellular phones as mobile hotspots throughout their presentations; however, the phone's sole purpose can only be for Internet access or for displaying the contestant's work, not other use will be allowed.*
- Pg. 19** **Start-up Enterprise Team** is now denoted on the Events-At-A-Glance as the "Pilot" event for 20162017, and the word "Pilot" was deleted from Promotional Photography.
- Pg. 94** The topic for **Economic Research Team** changed to read, "There have been discussions" instead of "There has been discussion."
- Pg. 123** An instance of Work Cited was updated to Works Cited.
- Pg. 170** The topic for **Video Production Team** was modified to be grammatically correct, making "Little things" lower case.
- Pg. 196** An instance of Work Cited was updated to Works Cited.
- Pg. 204** The **Small Business Management Team** topic was modified to remove the statement, "*review the financial history and identify trends that could be improved or fixed to help increase revenues.*" Contestants will not need financial data to complete the scenario, and no financial data will be provided.
- Pg. 213** A statement has been added to **Advanced Interview Skills** to clarify the use of a cellular phone as a mobile hotspot and/or to be used to display a contestant's portfolio. The statement reads:
- Contestants may access the Internet through a mobile hotspot or a hotspot on a cellular phone. If a contestant chooses to use their own device(s) to access the Internet, the device(s) must be set up prior to entering the presentation room. The cellular phone may *only* provide Internet access when used as a hotspot or be the sole source used to display the portfolio. Contestants may *not* use the device for any other purpose during their presentation.
- Pg. 233** An instance of Work Cited was updated to Works Cited.

## Secondary/Post-secondary Style & Reference Manual

- Pg. 19** The word/title "Secretary" was centered under the signature line for the example of minutes.
- Pg. 23** The text box should read "header," was previously published as "footer."