

Business Policy Case Competition Rehearsal Sessions, Fall 2024

Bernard L. Schwartz Communication Institute

Each Business Policy team (in all sections!) will be offered one 90-minute rehearsal session with a Communication Fellow at the Bernard L. Schwartz Communication Institute. Our Fellows are academic professionals with specialized expertise in teaching (and using!) communication skills. They will serve as an interested, engaged audience for your rehearsal, helping you develop stronger presentation skills now, and for the future.

Note: Some sessions are in person; some are on Zoom. If you can't find the modality you need, please contact communication.institute@baruch.cuny.edu and debra.hilborn@baruch.cuny.edu to request a custom appointment.

How do we schedule our rehearsal session?

Appointments are made on our online scheduler: <https://baruchcollege.mywconline.net/>. All sessions will take place between **November 18 and December 15**. When making an appointment, note that **sessions are labeled “in-person” or “online;” please be aware of which modality you are signing up for.**

Although there will be many available sessions, there are also many student groups. **For the best selection, book your rehearsal as soon as possible.** Your group session will be booked under only one student's name, so let that person know your whole group's shared availability—and **be sure they forward the confirmation email to the whole group, as it contains important information.**

Where will the rehearsal session take place?

In-Person: Sessions are at the Bernard L. Schwartz Communication Institute: 137 E. 25th Street (to the left of the library building). When you arrive, please check in at room 315A or wait near printer area in front of room 322. Your Communication Fellow will find you when your session is scheduled to begin.

Zoom: When you book your session on our online scheduler (<https://baruchcollege.mywconline.net/>) you will receive a confirmation email with instructions for joining your Zoom session.

What happens in a rehearsal session?

You can expect that your Communication Fellow will begin by asking you to set specific goals for your 90-minute session. How you'll meet those goals will vary, but all rehearsals are working sessions where you'll practice strategies for developing your poster's visual clarity, organization, and central claims. You might also rehearse your poster presentation to identify strengths and areas for improvement, internalize your talking points, and strengthen your delivery. You should expect to leave your session with actionable to-do's for revision.

How can we make the most of our rehearsal session?

- Rehearsals take place in the month leading up to your case competition, which means that groups will be in different stages of preparation depending on when they reserve a session. If your group books an earlier session, you will be able to focus on developing your ideas and drafting. If you come later, you can expect to work on revising and fine-tuning your poster and presentation.
- Have all your documents on hand (e.g. assignment, poster draft, etc.) and be prepared to use and share them.

Any fine print?

- **Arrive on time.** All rehearsal sessions are scheduled for 90 minutes. If your team isn't present on Zoom or in person 15 minutes into your scheduled time, you'll lose your slot.
- **Be sure all group members are present.** Rehearsal sessions are most productive with the entire team.
- **Cancel your appointment if you can't make it.** You may cancel your session with 24 hours notice by using the online scheduler. This ensures other students can take your place.

I still have a question...

Feel free to contact us! For assistance, please email both communication.institute@baruch.cuny.edu and Program Coordinator Debra Hilborn-Davis at debra.hilborn@baruch.cuny.edu with questions.