



TECHNICAL DESCRIPTION

Digital Capabilities for Business (Offline)

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I. Project introduction

(I) Project description

Digital Capabilities for Business competition refer to the competition events that use professional knowledge in digital technology and business services to complete the competition content such as Digital Decision Making for Business, Digital Customer Analytics, Digital Operations for Business and Data Visualisation, etc. according to service specifications and competition requirements, and comprehensively use Digital Competence such as market cognition, Demand Insight, Business Operations, Model Reconfiguration, data analysis, etc. to complete the Digital Upgrading for Businesses.

(II) Purpose of the competition

This competition is to implement the relevant spirit of the BRICS countries' Xiamen Declaration, Johannesburg Declaration, Brasilia Declaration, Moscow Declaration and New Delhi Declaration on skills development and implement President Xi Jinping's commitment to the BRICS the initiative on holding the BRICS Vocational Skills Competition which was put forward at the 13th National Leaders' Meeting, promote in-depth cooperation and exchanges among the BRICS countries in the field of education, build a platform for competitions with high standards and distinctive vocational education characteristics, and realize the goal of cultivating international, highly technical skilled and future technical skilled talents.

With the continuous breakthroughs in modern information technologies such as the Internet, big data, artificial intelligence and cloud computing, the digital economy is advancing in an all-round way in our country. With the development demands of the country's "new infrastructure" and "new energy", digital competence has become an important engine for China's future economic "dual cycle".

Through this project competition, the competitors can be proficient in digital technology applications, data analysis and other professional skills, focusing on the assessment of skills such as Product digital analysis, Data visual processing, Customer digital analysis, Business digital operation. And make comprehensive use of the digital competence covering market awareness, demand insight, business operations, model reconfiguration and data analysis to promote the cultivation of high-quality technical talents with Digital Capabilities for Business.

(III) Participants

Digital Capabilities for Business competition is an individual skill with only one competitor

per team. Competitors aged 16 to 35 inclusively may take part in the Competition/Challenge.

(IV) Relevant documents

The technical work document of the Project contains relevant information about the technical work of the Project. In addition to reading this document, the implementation of the technical competition project shall be in conjunction with the using of documents such as the competition guidelines, competition rules, instructions for the use of equipment and tools, and documents relating to the technical working forum.

II. Mandatory abilities of players

This competition is a showcase and assessment of business digital competency skills. The competitors shall demonstrate the digital skills for business in accordance with the business digital competence skills standards and specifications (or requirements).

Skill standards and specifications		Proportion (%)
1	Data collection and pre-processing	10
	<p>Must know and understand:</p> <ol style="list-style-type: none"> 1) Common data sources; 2) Type of data analysis; 3) Method of data mining; 4) The basic steps of data analysis; 5) Common data collection tools; 6) Data pre-processing methods. <p>Shall be able to:</p> <ol style="list-style-type: none"> 1) Identify common data sources; 2) Distinguish the types of data analysis; 3) Choose a data analysis method; 4) Carry out data collection; 5) Complete data pre-processing through data exploration, data cleaning, data integration and data transformation. 	
2	Market positioning and demanding data analysis	10
	<p>Must know and understand:</p> <ol style="list-style-type: none"> 1) Market forecasting methods; 2) Dimensions and methods of market analysis; 3) Common tools for market data collection; 4) Mathematical skills of weighted average algorithm to eliminate volatility factors; 5) Using moving average algorithm to predict annual demand and grasp market trend 6) Concept and significance of competition analysis 7) Dimensions and methods of competition analysis. <p>Shall be able to:</p> <ol style="list-style-type: none"> 1) Collect industry data through network and related tools. 	

	<ul style="list-style-type: none"> 2) Pre-processing of collected information 3) Analysis of industry data 4) Prediction of annual demand 5) Collection of competitor's information 6) Perform a Competition Analysis. 	
2	Analysis of commodity data	10
	<p>Must know and understand:</p> <ul style="list-style-type: none"> 1) Dimensions, indicators and methods of commodity analysis 2) The main theories of merchandise structure analysis: 80/20 rule, ABC analysis method and quadrant analysis, etc.; 3) The concept of correlation analysis; 4) Associated recommendation mechanism based on customer behavior analysis; 5) Personalized marketing based on associated sales; 6) Commodity dynamic sales rate, its meaning and calculation method; 7) Product evaluation analysis concepts; 8) The method of order comparison analysis, the dimensions and standards of comparative analysis; 9) Method for exceptional order analysis. <p>Shall be able to:</p> <ul style="list-style-type: none"> 1) Analyze the single product and provide decision support for the adjustment of the single product; 2) Complete merchandise structure analysis with ABC analysis method; 3) Complete merchandise structure analysis with quadrant analysis method; 4) According to merchandise structure analysis, make decision support for commodity structure adjustment. 5) Conduct correlation analysis to support decision-making for product portfolio sales and recommendations. 6) Analyze commodity sales rate; 7) Carry out product evaluation analysis; 8) Conduct transaction composition analysis, order comparison analysis, etc. 	
3	Customer data analysis	10
	<p>Must know and understand:</p> <ul style="list-style-type: none"> 1) The basic concept of customer classification; 2) Method of customer classification; 3) The concept, purpose and role of customer profiling; 4) The process and method of making customer profiling; 5) The process and method of labeling customers; 6) Customer access analysis indicators and methods; 7) The concepts and methods of customer loyalty management; 8) The concepts and methods of member lifecycle management; 9) RFM model of member value analysis; 10) The contents and methods of customer service team performance appraisal; 11) Analysis ideas for customers complaint data. <p>Shall be able to:</p>	

	<ul style="list-style-type: none"> 1) Label the customers; 2) Classify the customers; 3) Construct customer profiling based on big data; 4) Realize accurate marketing to customers through the analyses of customer profiling; 5) Analyze customer visits and make decision support for visual marketing; 6) The RFM model shall be used for member value analysis; 7) Develop an index system for member value analysis; 8) Write the membership system analysis report, and conduct year-on-year and month-on-month analysis; 9) Produce digital marketing materials for different types of customers; 10) Conduct quality analysis on customer service, and propose optimization suggestions for performance appraisal of customer service. 	
4	Customer classification management	10
	<p>Must know and understand:</p> <ul style="list-style-type: none"> 1) Customer management methods; 2) Customer tag types; 3) Customer tag management; 4) Customer classification stratification methods; 5) Customer maintenance skills; <p>Shall be able to:</p> <ul style="list-style-type: none"> 1) Select target users; 2) Determine the attributes of the people to be reached, and formulate tagging of people to be reached; 3) Develop user reach plan; 4) Set tags for target users; 5) Classify customer into hierarchical settings; 6) Maintain customer relationships on a regular basis; 7) According to tag attributes, classify new users and establish groups; 8) Improve customer satisfaction. 	
5	Analysis of operational data	20
	<p>Must know and understand:</p> <ul style="list-style-type: none"> 1) Content and indicators of traffic analysis; 2) Traffic source structure; 3) The concept and analysis method of conversion rate; 4) Content of marketing campaigns analysis; 5) Methods of marketing campaigns analysis; 6) Input-output analysis methods in channel promotion marketing. <p>Shall be able to:</p> <ul style="list-style-type: none"> 1) Use the network and related tools to search and check the traffic situation; 2) Analysis from the traffic source structure to provide decision-making for marketing campaigns; 3) Conversion analysis was performed using tools and software. 4) Conduct data analysis for marketing campaigns. 	

	<p>5) Statistics and collation of paid promotion data, including promotion cost, input-output ratio ROI;</p> <p>6) Analyze the launch effect between different channels and the proportion of paid promotion and drainage;</p> <p>7) Write the performance analysis report of marketing campaigns;</p> <p>8) Carry out year-on-year and month-on-month analysis, benchmark the annual plan, and put forward optimization suggestions for the next stage.</p>	
6	Plannings and implementations of marketing campaigns	10
	<p>Must know and understand:</p> <p>1) Types of marketing campaigns;</p> <p>2) Design concepts of marketing campaigns;</p> <p>3) Design skills of different marketing campaigns;</p> <p>4) Dissemination channels and methods of marketing campaigns;</p> <p>5) Design skills and production methods of marketing pages;</p> <p>6) Marketing page design and production tools;</p> <p>7) Marketing page promotion skills;</p> <p>8) Marketing page marketing promotion channel.</p> <p>Shall be able to:</p> <p>1) Formulate marketing strategies;</p> <p>2) Prepare marketing plans;</p> <p>3) Design and refrain from marketing web pages;</p> <p>4) Select marketing topics and write soft marketing articles;</p> <p>5) Design and produce promotional landing pages and online & offline campaign posters;</p> <p>6) Select the marketing page communication channel;</p> <p>7) Perform publicity and promotion of marketing campaigns;</p> <p>8) Make marketing briefing and write sales email according to marketing campaigns.</p>	
7	Data visualisation	20
	<p>Must know and understand:</p> <p>1) Basic design principles of data visualisation;</p> <p>2) Basic types of data visualisation;</p> <p>3) Data visualization methods corresponding to the four data relationships;</p> <p>4) Common applications of big data display.</p> <p>Shall be able to:</p> <p>1) Read various analysis charts and understand their functions;</p> <p>2) Provide reasonable visual display solutions for big data analytics of specific businesses;</p> <p>3) Organize and complete the construction of the cockpit dashboard;</p> <p>4) Assist the business department to complete the production of Big Data Analysis Report.</p>	

III. Competition events

(I) Competition modules

Module NO.	Module Name	Competition content	Competition time
I	Product digital analysis	Market data collection Market demand forecast Product structure analysis Product planning plan design	180 minutes
II	Data visual processing	Data visual modeling Data index visualization Visualized big -screen design Data visualization business analysis report	180 minutes
III	Customer digital analysis	Customer data processing Customer portrait analysis Customer classification management Customized service construction	180 minutes
IV	Business digital operation	Product digital trial operation Digital operation management Operation plan formulation Digital promotional activity design	120 minutes
Total			600 minutes

(II) Overview of modules

Module A: Product digital analysis

Competition time: 180 minutes

Competition tasks : According to market data collection and analysis, please make the market demand prediction, the product structure analysis, the formulating commercial decisions, and the overall designing plan of the product.

Competition requirements:

i. Market data collection

Based on the project background and goals, we determine the research objects, design questionnaires, implement market research, and set the survey target clear, make sure the key issues are in accurate design and the research process arrangement is reasonable, the questionnaire design is scientific and feasible.

ii. Market demand forecast

According to product historical sales data, we conduct the sales forecasts; please During the statistical analysis process, make sure the method is used correctly, the analysis is objective, and the prediction conclusions are accurate during the statistical analysis process.

iii. Product structure analysis

According to the recent product marketing data, we perform the product category structure analysis, determine which one is the the drainage model, also the profit models and image models . The product structure analysis is required to be objective, the type is accurate, and the product differentiation is reflected.

iv. Product plan design

According to the conclusion of product structure analysis, we will make the product portfolio design, channel sales promotion, and operate the promotion planning that including the product planning, the market planning, and the operation planning; we will make the planing PPT and record the reporting video under the requirements :the combination design are sciencitific, the channel goals are valid, the event planning is feasible, and the video is living.

Module B: Data visualization

Competition time: 180 minutes

Competition task: According to the given scenario and needs, data visual modeling is performed, and visual components are used to achieve the data visualization. The visualization includes the design display content and dashboard layout, production and display big screen visual screens, then form to the data visualization reports.

Competition requirements:

i. Data visual modeling

According to the given scenario and needs, please determine the theme and data dimension of data visualization, perform visual modeling based on database information, generate data tables, and require modeling science and effective.

ii. Data index visualization

According to the recent sales data table of the product, please combined with the usage scenarios and application skills of common visual components, the comparison, proportion, and maps of the data presented by data visualization are visualized, easy to understand and realize.

iii. Visual big -screen design

According to the product stage sales data table, please combined with the real-time monitoring requirements of the company's operating conditions. The combination of multiple visual elements is used to produce the operating data monitoring dashboard, and in accordance with the layout requirements, the real-time business data visual screen can be displayed. The disk is beautiful, and the large screen display is intuitive and living.

iv. Data visualization business analysis report

On the basis of data visualization analysis, please conduct the regional sales analysis, customer portrait analysis, and product operation analysis of weekly operation data, and compile the comprehensive analysis reports of this week from the aspects of market, customers and products. The logic must be clear and constructive.

Module C: Customer digital analysis

Competition time: 180 minutes

Competition task: Delete and pre-process the customer data, complete the user portrait analysis, and formulate corresponding service strategies based on RFM model.

Competition requirements:

i. Customer data processing

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Analyze the data, complete the data cleaning, and achieve data descriptive analysis, data integration, data conversion, and data regulations. The data collection is completed and the data cleaning is accurate.

ii. Customer portrait analysis

Through data mining, please make the statistical target customers' dimensions label data, form a customer portrait, please make sure the data is in statistical methods, and the results are accurate.

iii. Customer classification management

Based on the RFM model and target customer value status, the clients are classified and summarized, and the summary data will be displayed through the chart. The RFM model is required to use it correctly and the statistical results are accurate.

iv. Customized service building

Complete the accurate matching of customer services, formulate the operating strategies of different types of customers according to the type of customer, and select a marketing strategy that can maintain or further enhance the customer level through analysis of the status quo of the customer. The operating strategy is required to match the customer type, and the marketing strategy is reasonable.

Module D: Commercial digital operation

Competition time: 120 minutes

Competition task: formulate a marketing trial operation plan for the listing of the product, analyze the data of trial operation, complete the adjustment of the operation plan, and use data analysis as a assisted digital operating activity design.

Competition requirements:

i. Product digital trial operation

Analyze the market environment and product characteristics, and formulate a marketing trial operation plan for the listing of the company's products, including the promotion cost budget, regional selection, time planning, etc., and requires reasonable budgets and scientific planning.

ii. Digital operation management

Analyze the product trial operation data, identify the conversion rate of all aspects of trial operation, judge the conversion bottleneck, screen out the factors with outstanding effects and cost -effectiveness, and combine the existing product operation plan.

iii. Operation plan formulation

Analyze historical data, formulate sales targets, make index decomposition, formulate operation plans, and require the goal to formulate scientific and reasonable, clear and accurate indicator decomposition.

iv. Digital promotional activity design

Select the theme of the event according to the characteristics of the product, complete the POP poster design, improve the promotion plan through digital analysis, improve the promotion plan, and make sure the theme of the event is well going, the POP content design is reasonable, and the plan is feasible.

(III) Scheme of proposition

The content of the technical documents of this project is based on the technical requirements of the BRICS Vocational Skills Competition. If there is any revision, it will be published 7 days before the competition by head judge after a small amount of integration and revision.

IV. Scoring criteria

(I) Scoring method

The evaluation criteria for this project are divided into two categories: measurement and evaluation. Any judgment that can be expressed by objective data is called measurement, and any judgment that needs to be expressed by subjective description is called evaluation.

1. Evaluation score (subjective)

Judgement mainly refer to the evaluation and score based on the Scoring Judge's

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opinion, and the Scoring Judge scores the game according to the scoring rules. Such an assessment is used to make a subjective judgment on the quality of the subject, which requires the participation of at least three referees. Each of them shall make his or her own assessment with the final score being the average of the three judges.

2. Measurement score (objective)

Measurement score (Measurement) is automatically assessed and given by the Grand Prix System, and the benchmark for scoring is clearly defined in the scoring rules.

3. Application of subjective and objective assessment

Module No.	Module name	Competition time	Score		
			Evaluation score	Measurement score	Total
I	Product digital analysis	180 minutes	20	80	100
II	Data visual processing	180 minutes	20	80	100
III	Customer digital analysis	180 minutes	0	100	100
IV	Business digital operation	120 minutes	0	100	100
Total			40	360	400

(II) Scoring procedure

Set up several scoring teams according to competition modules , each team shall consist of 3 or more judges. Each team must include at least one experienced expert. A scoring judge shall not be allowed to evaluate the players from his/her own unit.

(1) Process scoring

The scoring judges shall grade the operating specifications and on-site performances of teams participating in the contest according to the on-site scoring sheet. The scoring results shall be signed and confirmed by the players and referees.

(2) Result scoring

For the competition results submitted by the competitors, based on the competition evaluation criteria, the scoring judge will evaluate and score the subjective description part, and the grand prix system will evaluate and score the objective data representation part.

(3) Deductions of scores for violations

The player's scores in the competition shall be deducted in case of following situations:

1) In case of serious non-compliance with professional norms behaviour, such as damaging the equipment of the arena due to illegal operations and polluting the environment of the arena, the total score will be deducted by 5-10% depending on the circumstances. Those in serious cases will be disqualified from the competition.

2) In case of disrupting the order of the arena and interfering with the work of the referees, the total score will be deducted by 5-10% depending on the circumstances. If the situation is serious, the competition qualification will be cancelled.

3) In case of non-compliance with the competition regulations and the requirements of the task book, irregular attire, incomplete data filing, disrupting the order of the arena and interfering with the work of the referees, the total score will be deducted by 5-10% depending on the circumstances.

(III) Score calculation

(1) Spot checks

In order to ensure the accuracy of the score statistics, the supervision team will review the scores of all the top 10 participating teams of the total scores of the competition; Spot checks shall be performed on the remaining scores, and the sampling coverage shall not be lower than 15%. The supervisory team shall inform the head judge of the errors found during the re-examination in writing in a timely manner, and the head judge shall correct the results and sign for confirmation. If the error rate exceeds 5%, it will be regarded as a non-small probability event, and the referee team needs to review all the results.

(2) Scoring methods

Each scoring group will score the modules that they are in charge of, and the scoring score sheet will be signed and confirmed by each referee participating in the evaluation and submitted to the head judge for proper preservation. After the original scoring sheet is reviewed and signed by the referees of each group, it is confirmed by

the head judge and then submitted to the staff for entry into the system.

(3) Tied for results

The scores of the four modules are compared in reverse order. For example, if the total score is the same, compare the score of module 4, and the one with the higher score ranks higher. If the total score is the same and the score of module 4 is the same, compare the score in module 3, and the one with the higher score ranks higher, and so on.

(IV) Composition and division of judges

1. The referee team

The members of the referee team are responsible for all competition affairs. They mainly include participating in the determination of competition items and competition rules, scoring standards and related competition technical documents; Responsible for inspecting competition venues, equipment, etc.; Responsible for refereeing the whole process of competition and the summary, review, approval and release of competition results.

There are 2 working groups under the referee group. The responsibilities of each group are as follows:

(1) Race Team

Responsible for arranging the work of the competition. It mainly includes the arrangement of competition sessions and the drawing of lots for players.

(2) Supervisory team

Responsible for the inspection and invigilation of the competition site, mainly including: checking the players' certificates; Maintain field discipline; Control the competition time; Record the situation on the field and make invigilation records; Correct the players' violations and report to the head judge in a timely manner if the circumstances are serious; Participate in the draw of the competition.

2. Suggestions for judges

(1) The work of head judge

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1) Do a good job in communication and coordination with the competition area, and implement various kinds of technical work of the competition.

2) Timely and carefully complete the preparation of the technical work documents of this project.

3) Take the lead in adhering to and maintaining the principle of fairness and impartiality, abide by the confidentiality discipline, and shall not disclose technical information that affects the fairness and impartiality of the game.

4) Do a good job in the pre-competition training of referees of this project, and host the online forum of this project.

5) Take various measures to ensure fairness and impartiality, such as avoidance, crossover, and anonymous artifacts (works), and organize all referees to do a good job in the evaluation of this project and related technical work.

(2) Referees' work

1) Strict execution, fairness and impartiality, no favoritism.

2) Understand and master the technical rules and requirements of the competition.

3) Obey the technical work arrangement of the referee team, and do your own work conscientiously.

4) Seriously participate in various technical works, and provide objective, fair and reasonable opinions and suggestions on controversial issues.

5) Stick to the post, do not arrive late or leave early, strictly abide by the execution time arrangement, and ensure the normal execution of the judgment work.

3. Disciplines and requirements during judgment

(1) Before the competition, the referees need to hand in all electronic devices with communication functions, shooting functions and storage functions;

(2) During the competition, the referees shall try their best to avoid leaving the venue, and shall rest in the referees area when there are no judgement tasks;

(3) Referees shall not participate in any execution and technical judgment works of tailoring other than themselves;

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(4) During the competition, referees shall not conduct technical exchanges with players of any unit;

(5) During the competition, the referees shall not observe the operation of the competitors for a long time and at close range;

(6) During the competition, the referees shall not make any suggestive actions or verbal cue to the competitors;

(7) During the competition, if a safety failure occurs, the referees can suspend the assessment immediately;

(8) During the competition, if an equipment or safety failure caused by the operation of non-competitors occurs and needs to be handled by technical personnel, the referees shall promptly adjust the competitors to a standby station to continue the competition, and the time difference generated thereby shall not be included in the total competition time;

(9) During the competition, if there is a technical dispute among the referees, the head judge's decision shall prevail;

(10) The head judge can supervise the fairness and impartiality of the scoring process of all the referees.

V. Competition related facilities and equipment

(I) Competition technology platform standards

In order to ensure the openness, fairness and justice of the competition, the selection of competition equipment, software and technology platforms has been strictly screened, and all indicators are in line with the relevant standards of competition equipment and facility management measures of BRICS Vocational Skills Competition to ensure the smooth progress of the competition.

All software in the competition are genuine software, and the technology platforms suggested to be used are of good maturity, reliability, versatility and compatibility.

(II) Environmental requirements

Competition venues: competition venues meet competition needs. It is recommended that the venue should be located in a gymnasium, library hall or computer room, etc. The venue can be flexibly adjusted according to the venue area of the host college and the number of participating teams. Good lighting, illumination and ventilation shall be guaranteed on site, and stable water, electricity and power supply emergency equipment shall be provided. In the process of competition, the venue shall adopt network security control, and the information interaction inside and outside the venue shall be strictly prohibited.

Competition equipment: all competition equipment shall be provided and guaranteed by the Preliminary/Final Organizing Committee. Within the competition area, the required hardware and software platforms for the competition shall be prepared according to the number of teams and the competition equipment should meet the standards.

Competition table: each table is marked with a number.

Network equipment: adopt star network topology and install gigabit switches. The network cable and power line are laid in a concealed way. Adopt a separate network environment with access to the extranet server;

Network security: use unified anti-virus software to implement anti-virus protection on the server. Shield the USB interface of the computer used at the competition site. Deploy a comprehensive monitoring system with network management, account management and log management functions;

Power consumption requirements: use dual power supply; Use UPS to prevent system data loss caused by sudden power failure on site;

Rated power: 3 KVA, backup time: 2 hours, battery type: output voltage: 230 V±5% V.

Media publicity: on the premise that the competition is not disturbed, the arena shall be open to the media and industry experts, and the media and industry experts shall be allowed to visit the site along the designated route within the specified time

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period. Backdrops, promotional banners and wall charts can be set up in competition venues to create a competition atmosphere.

(III) Equipment list

(1) Technology platforms

Use of the schedule	Platform name	Specification description
Practical examination	Online competition systems	Online competition systems (hands-on module) are based on real case data and massive material resources, and use the intelligent business operations platform as a carrier to complete product live business scenarios and to meet the competition demands for technical skills such as target users analysis, lead generation techniques, product selling point mining, community marketing and product live broadcast.

(2) Hardware specifications

Serial number	Device name	Specifications	Applicable
1	Network environment	Bandwidth 1000 M or above (wired and wireless need to have both)	
2	Competition computer	Device: desktop/laptop CPU: I5 Memory: 8 G Operating system: Win7 or later Screen resolution: 1280*1024 or above (general screen); 1366X768 or above (widescreen 16:9); 1440x900 or above (widescreen 16:10) Browser: Google Chrome version 86 or later	competitors and judges

VI. Instructions for the competition

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(I) Before the competition

(1) According to the actual needs of the project, the Head Judge and the person in charge of the venue will make final confirmation on the preparations such as site equipment and facilities 2-3 days before the competition; Head Judge and Referees conduct centralized training, technical docking, and confirmation of equipment, materials, and necessary tools one day before the competition.

(2) When registering, the competitors need to obtain the entry certificate, entry materials, meal tickets, and draw the contestant number. After the registration is completed, the competitors will go to the venue all-together to familiarize themselves with the venue.

(3) The order of players' appearances will be determined by drawing lots by the school. Multiple players selected by the same college will complete the game in the same game. If they cannot be on the same field due to special reasons such as equipment, they must arrange adjacent games and not be separated.

(4) 30 minutes before the competition, go to the designated checkpoint for inspection. The inspection staff will verify the number. Players who are late for 15 minutes after the start of the competition will be deemed to have given up the competition automatically.

(5) After the inspection, each contestant will go to the designated position according to the draw station numbers. All communication, photography, videography, disks and other tools shall not be brought into the competition site.

(II) During the competition

(1) After the on-site referee uniformly informs the competitors of the rules, time and process of the contest, the contest will officially begin and start timing.

(2) It is strictly forbidden to talk to each other during the competition, nor to borrow tools from each other. Competitors are prohibited to walk or talk to each other.

(3) During the competition, if a competitor needs to rest, drink water or go to the

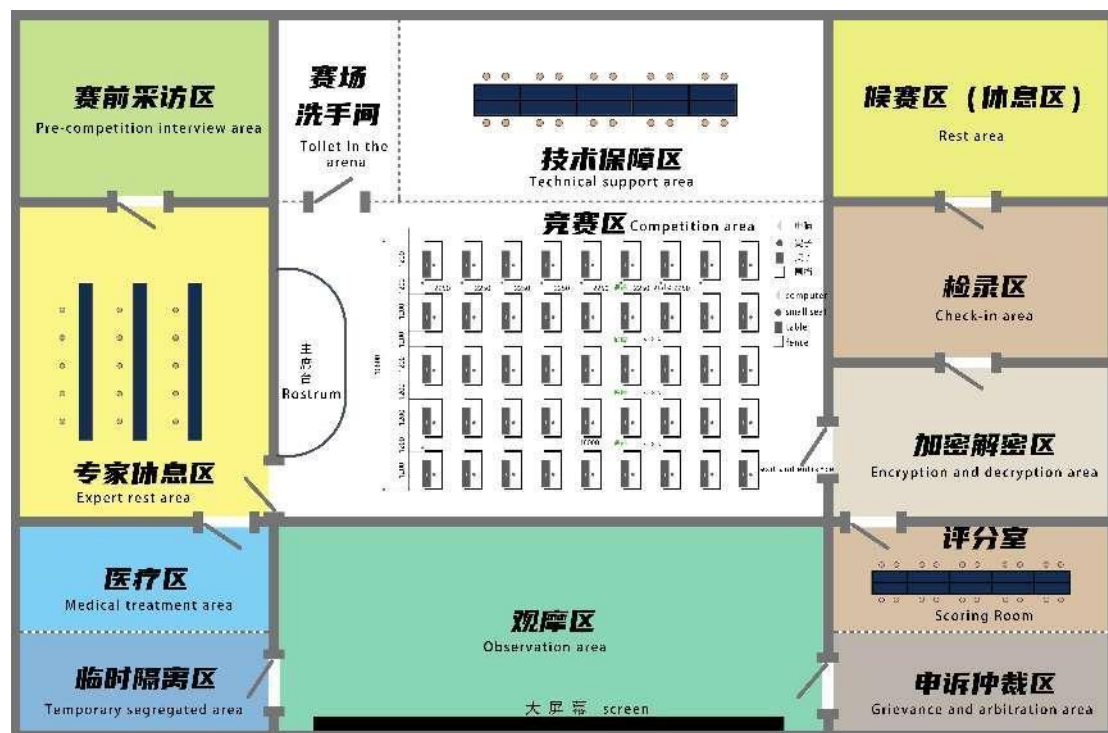
bathroom, it will be counted in the operation time.

(4) After entering the field, players shall not leave the field without authorization; if they leave the field or terminate the game due to illness or other reasons, they shall signal to the referee, and after the consent of the field head judge and players' signature confirmation on the field record form, they can leave the field and go to the designated place under the guidance of the field staff.

(5) The competitors shall submit the competition results according to the procedures, cooperate with the referee to record the situation of the competition field and sign for confirmation. Where a signature is required by the referees, it shall not be rejected without reason.

(6) After the head judge issues an instruction to end the competition, all competitors who have not completed their tasks immediately stop their operations, clear their positions as required, and shall not delay the competition time for any reason.

VII. Field layout requirements



VIII. Health and safety and green and environmental protection

(I) Competition environment

(1) The competition venues have sufficient light and good lighting; Electricity and water supply facilities are normal and safe; The venue is clean and tidy.

(2) The competition venues shall set up an isolation belt, and non referees, competitors and staff are not allowed to enter the competition venue.

(3) Personnel of security, medical and equipment maintenance and firefighters are on standby at the venue to prevent emergencies.

(4) Secure accesses and cordons shall be set up in the stadium to ensure that the competition visitors, interviewers and inspectors entering the stadium are limited to activities in a safe area, so as to ensure the safe and orderly progress of the competition.

(II) Safety requirements

(1) Safety training

Before the competition, the equipment management personnel will conduct safe operation training for the players, and the players should operate in strict accordance with the instructions for safe use of equipment. If a player is found to operate the equipment in violation of regulations, the referee and the test staff shall notify the Head Judge in a timely manner and suspend the competition. If the contestant finds that the equipment has operation safety problems, he should promptly notify the test staff and the Head Judge for safe handling.

(2) Safety facilities

The arena must have secure access. The players and referees must be clearly informed of the location of the secure access and security gates prior to the competition. The competition area must be equipped with fire fighting equipment, which shall be placed in a prominent position.

(3) Management and restriction of toxic and hazardous substances

Players and all participants of the competition are prohibited from bringing any toxic or harmful substances into the competition site.

(4) Medical equipment and measures

The arena must be equipped with corresponding medical personnel and first aid personnel, and corresponding first aid facilities.

(III) Environmental protection

The venue strictly abides by my country's Environmental Protection Law. All waste in the venue should be effectively classified and disposed of, and the unused materials of the players should be recycled.

(IV) Epidemic prevention and control

(1) Implement the strategy of "prevent the coronavirus from spreading within the city/region or beyond", take various preventive measures in a timely and effective manner, and uniformly and scientifically prevent and control the novel coronavirus infection in accordance with the law, and effectively achieve "early detection, early reporting, early quarantine" to ensure the health and safety of participants, referees and staff.

(2) All competitors, judges and staff must fully understand the severity and complexity of the epidemic, attach great importance to the prevention and control of infectious diseases such as pneumonia caused by the new coronavirus, and follow the management principles, pay attention to changes in the epidemic, strengthen the disease publicity, promptly launch plans, implement prevention & control measures, make efforts in the prevention and control, resolutely prevent the spread of the epidemic.

(3) Except during the competition and dining, you must wear protective articles (masks) in public places all the time.

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(4) Supervise the whole process, set up an isolation area, and establish a green channel for emergencies. Ensure that in case of emergencies such as injuries and abnormal body temperature, it can immediately form a seamless connection with the hospital. Pay attention to changes in the epidemic situation, strengthen disease publicity, launch plans in a timely manner, implement prevention and control measures, make every effort to prevent and control the epidemic, and resolutely prevent the spread of the epidemic.