

# MIT Sloan **Action Learning**

## Global Entrepreneurship Lab 2016-2017

### **Frequently Asked Questions**



#### **We've reviewed the host company questionnaire. How much detail should we provide?**

Your company's questionnaire will be posted along with all other G-Lab participants' on a restricted MIT website. Your text and video submission will be in direct competition with the others. Please take the time to thoughtfully describe your business and the project, so that students can fully appreciate the opportunity. We are happy to work directly with you to better define your project scope and background.

#### **We don't have a lot of English speakers here in our company. Will that be a problem?**

It might be. We ask you to carefully assess in the questionnaire how important local language is to project success. Typically, 60% of G-Lab students are non-US citizens, so while we have great language capacity, it may not always match your specific project needs. You can also tell us how effective it would be to use a translator for the team. If you choose that option, you would be responsible for providing the translator.

#### **How are host company projects matched with student teams?**

Student teams review your questionnaires and videos and are counseled by faculty members to optimize project and skillset matching. Faculty make the actual matching decisions, and weigh a variety of factors, including host companies' needs and priorities, and students' preferences, expertise and prior work experience.

#### **When and how do we find out which student team has been matched with our company?**

The week of September 19, you will be sent your team's CVs for your approval. We will then make an email introduction to of your team, and you will schedule a first call. Your team will also create a video—like the one you create—to introduce themselves to you.

If we are not able to match the ideal team to your project, we will also notify you by the end of September by email.

#### **I would like to meet with our team prior to their arrival in January. Is that possible?**

One of the best reasons to attend our MIT G-Lab CEO Summit on October 19-21, 2016, is so you can begin working, face-to-face, with your team from the start of your project. While not mandatory, we strongly encourage all CEOs or senior management to attend. We believe this in-person launch will improve the quality and ultimate success of your project and its outcomes.

#### **How do we settle on the terms of the G-Lab project?**

The teams understand that one of their primary responsibilities is to negotiate scope, schedule, and deliverables with their host companies as soon as possible. The agreement will be written up as a work plan document, which you and the team will sign.

#### **How much time should we expect the team to spend working on our project?**

From late September through early December, the team will devote the equivalent of one workday per week per team member to their G-Lab projects or, on average, 30 hours per week for the entire team. During January, the team will be onsite at your company, working intensively and full time for at least fifteen consecutive business days.

#### **What are the dates and logistical details of the January internship?**

The precise dates are agreed upon by you and your team and should consider holidays and managers' schedules. The only absolute requirements are that all members of the student team must start work on the same day and finish on the same day, and that the entire team must work together on-site for fifteen consecutive business days.

#### **What are the expectations regarding air travel? Do we reimburse students or pay for their tickets initially?**

Typically, either MIT or students purchase their tickets and host companies reimburse, but there is some flexibility in this process. G-Lab will provide students and host companies with guidelines for typical fares. Host companies are obligated only to pay round-trip coach airfare from Boston to your location and back; if students plan to arrive at your office from another city, they are responsible for paying any incremental difference in ticket prices.

#### **I have multiple offices. Can the team split up and go separately to different places?**

Generally, no. The team members should work together during their project, though teams may travel together from one office location to another.

#### **What are the expectations for students' lodging?**

Modest but clean and safe accommodations within a reasonable commuting distance from the company are expected; the accommodations should be comfortable enough that you would be willing to live there for 3 weeks. Sleeping arrangements should be sensible and appropriate to the composition of the team and the location. Our offices can advise on suitable standards in more detail if you have questions.

#### **How are out-of-pocket and petty cash issues handled?**

Generally, out-of-pocket expenses such as the team members' meals, visas, local and personal travel are paid by the team. However, some hosts will provide some reimbursement or subsidies for unusually high expenses (long taxi commutes, for example). Common sense, open conversations and real world considerations should create reasonable solutions.

#### **Our proposed project would require us to share sensitive and confidential information with the team. What protection can you provide?**

All teams work with the greatest attention to maintaining the confidentiality of information shared with them. Each team's research conclusions and presentation are submitted to the faculty for grading purposes, but all confidential materials will be redacted prior to any public presentation or classroom discussion. In cases where a non-disclosure agreement (NDA) is appropriate or requested, MIT's legal counsel will work with your company to sign MIT's standard NDA form.

#### **What kind of feedback is expected from us?**

We will solicit your feedback midway as well as after the project is complete. Please know that your views on team performance and company satisfaction are an important component of your team's final G-Lab course grade. We value your candid feedback for the program as well, in our efforts to improve the value MIT G-Lab and our teams provide to you and your firm.