

# Rules & Procedures

See recorded webinar – Team Center Resources

[www.dfwfuturecity.org/team\\_rsrc.html](http://www.dfwfuturecity.org/team_rsrc.html)

## Check-in

- **CHECK-IN IS FRIDAY, 24 JANUARY** in the atrium of Nedderman Hall at the University of Texas at Arlington. Drivers, not leaving their vehicle, may stop briefly in the lot at the North end of the building to off-load models (access off UTA Blvd, just East of Cooper). Parking in this lot is limited and metered – please move your vehicle immediately after unloading. See instructions at [www.dfwfuturecity.org/team\\_info.html](http://www.dfwfuturecity.org/team_info.html).
- **VEHICLES PARKING** on Friday and Saturday must pre-register to avoid ticketing. See instructions: [www.dfwfuturecity.org/team\\_info.html](http://www.dfwfuturecity.org/team_info.html).
- **AT CHECK-IN, YOU WILL RECEIVE A PACKET OF INFO, YOUR ROOM AND PRESENTATION TIME ASSIGNMENTS.** UTA has given us several classrooms to use for the preliminary round of presentations. At check-in, each team will be assigned to one of these rooms and given a packet of information that will contain a copy of these rules, your presentation time, special awards judging time, badges for the students, chits for t-shirts and ballots for the People's Choice award. Educators and mentors should also check-in to receive their packets and team lunch tickets.
- **SET UP YOUR MODEL** in your assigned room. Your model should be ready when you check-in (on Friday, 24 Jan.). If not, you have until 7pm Friday and from 7:30-8:30am on 25 January to get your model and presentation materials ready for judging. Make sure everything works before the judging starts. Note: UTA facilities/resources are not available for last-minute changes, copies, print-outs, etc. Bring your own tape, glue, staples, etc. for model repairs (no glue guns, please).
- **MAKE SURE YOU HAVE THE REQUIRED PAPERWORK:** CITY MODEL EXPENSE FORM and MODEL ID CARD (stay with the model).

## Preliminary Round

- **PRELIMINARY JUDGING (MODELS AND PRESENTATIONS) STARTS AT 9:00 A.M.**
- **YOU HAVE A SCHEDULED TIME FOR YOUR PRESENTATION** (assignments made at check-in). Proceed to your assigned room and be ready and waiting outside the door at least 10 minutes before that time. As soon as they call you in, move your model to the table in the front of the room and set up your visual aids. Any team more than 2 minutes late will receive penalty points. Any team more than 8 minutes late will not be able to present.
- **WE WILL PROVIDE ONE (1) EASEL** for your presentation. You may bring another if you need it.
- **YOU WILL NOT BE ALLOWED IN THE PRESENTATION ROOMS** during the preliminary round except for your scheduled presentation time and special awards judging.
- **EDUCATORS, ENGINEER-MENTORS AND IMMEDIATE FAMILY (6 YEARS AND OLDER) MAY WATCH YOUR PRESENTATION**, but must sit and remain quiet. They must not interrupt the presentation for any reason.
- **YOU HAVE A MAXIMUM OF 7 MINUTES TO PRESENT** your model and design. Presentations will be timed.
- **JUDGES WILL ASK QUESTIONS** of all students. Anticipate spending 15 minutes on presentation and Q & A.
- **PEOPLE'S CHOICE BEST MODEL** – You will receive your ballots at check-in. Everyone will have the opportunity to view all the models from 1-1:50pm. Vote on your choice for best overall model and return your ballots to the box at the check-in desk.

## Special Awards Judging

- **SPECIAL AWARDS JUDGING** will commence at 9am. Several groups are sponsoring "Special Awards," recognizing innovation and exceptional design. For a sample list of awards, see [www.dfwfuturecity.org/info\\_past.html](http://www.dfwfuturecity.org/info_past.html).
- **YOU HAVE A SCHEDULED TIME FOR SPECIAL AWARDS JUDGING.** Special awards judges will have 1 hour in each room to interview students about their designs. All teams should be standing next to their models for this period. Judges will be in several small groups that will rotate among the teams, spending about 5 minutes talking to each.
- **TEAM MEMBERS ONLY ALLOWED IN ROOM** during the Special Awards judging period. Because of space constraints, family and friends will not be allowed in the room. Team members = 3 student-presenters, educator, and mentor. Student-alternates may substitute for student-presenters for the special awards judging, but no more than three (3) students will be allowed in the room. No substitutions after the judging starts.
- **STUDENTS ONLY ANSWERING QUESTIONS, TALKING TO JUDGES.** Educators, mentors may stand along the walls of the room and observe quietly. Under no circumstances will they answer questions or clarify points for the judges.

## Other Activities

- **ALLOW EXTRA TIME FOR TEAM PICTURES.** We will be taking team pictures from 9am-1pm. You will receive a scheduled time, however, plan to allow at least 30 minutes for this. Check-in with the photographers and have all team members assembled.
- **STUDENT/TEAM RELAXATION AREA IS IN THE ATRIUM** – There will be table and chairs available. Since this is the open, common area, please keep things as neat as possible. We have a few games and decks of cards available (on loan-out) at the Future City Shop. And, we will also have activities and displays to engage students during their free time.
- **WHILE YOU ARE NOT PRESENTING** you should feel free to congregate in the atrium. **Please do not:**
  - *Go above the second floor,*
  - *Move office furniture (no chair races in the halls)*
  - *Tie up the elevators.*
- **LUNCH** will be provided for all team members in the Connection Café (university cafeteria). Educators will receive lunch tickets for the team members (3 students, teacher, mentor) at check-in. Others may purchase lunch in the cafeteria from the cashiers (price is \$7-8). Or you may do lunch on your own – there are a variety of fast-food and casual restaurants in the area.
- **WE HAVE GIFTS** – t-shirts and other goodies for each student team member and “thank you” gifts for the educators and mentors.

## Finals Competition

- **4-6 TEAMS WILL MOVE TO THE FINALS**, based on their total scores, including: virtual city, essay, program plan, model, and presentation. Only one team per school may advance.
- **FINALS WILL TAKE PLACE IN ROOM 100** in front of an audience and a special panel of judges. All teams and observers are welcome. Overflow seating will be available in rooms TBA. Rules are the same as for the Preliminary Competition: presentations are 7 minutes max, judges will ask questions, expect to spend 15-20 minutes presenting.
- **FINALISTS WILL BE SEQUESTERED** during the other teams’ presentations. We will announce the finalists at 2pm. Finalist teams should leave and proceed to atrium until they are called for their presentation (presentation order will be randomly drawn). You will be asked to surrender any/all forms of communication while sequestered.
- **WHEN STUDENTS COME INTO RM 100 TO PRESENT**, the judges will take a few minutes to examine the model, then we will introduce the team members and they should begin their presentation. There will be a microphone for the students to use during their presentation. They should plan on passing the mike quickly and quietly to the team member who is speaking or presenting at the time.
- **WE WILL SELECT THE TOP THREE TEAMS** based on their previous virtual city, essay and plan scores – plus– their scores on model and presentation from the finals.

## Awards

- **ALL TEAMS SHOULD STAY FOR THE AWARDS.** In addition to the 1st, 2nd, and 3rd place awards, we will have about 25 special awards. So even if you don’t make the finals, you still have a good chance of winning. *Out of respect for the sponsors, we ask that you please be present for the ceremony.*
- **WE WILL PRESENT MEDALS AND PRIZES** to the winning teams. When we call out the team’s name, all members: students, educator and mentor should come forward to receive the awards. After receiving your awards, please return to your seats.

## Check-out Before You Leave

- **ALL TEAMS ARE RESPONSIBLE FOR REMOVING THEIR MODEL** before leaving. Don’t forget to pick up anything you might have left in the atrium (jackets, t-shirts, model repairing tools, presentation materials, etc.).
- **AT CHECK-OUT YOU WILL RECEIVE A PACKET WITH CERTIFICATES AND TEAM PHOTOS.** The packet will also include any comments the judges might have made on your presentation and model. Team scores will be available through the Team Center the day after the competition.
- **TEAMS LEAVING BEFORE THE AWARDS CEREMONY** may forfeit their award. Award sponsors will have the right to reassign any award that might have gone to the teams not remaining for the ceremony.

## Other Rules

- Any conflicts will be resolved locally. There is no appeal.
- The judges’ decisions are final.
- Prizes are not transferable or exchangeable.