
Memo – May 18, 2019

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CHECK IN PROCESS (IMPORTANT)

IMPORTANT DETAILS regarding teams and spectators check in logics. Please make sure you will read the entire message:

All adult mentors and spectators **MUST** come in with photo ID such as driver license or passport. Only team minors are exempt from this.

1. Official check-in time :

- a) For teams: starts at **8:00** am. No entry will be allowed before that.
- b) For all spectators (i.e. any individuals who are not team members, nor mentors), no entry will be allowed until **9:00** am.

2. Specifics for Team Members:

- a) Upon entering the building, you will be directed to enter the lobby area to wait for your mentor. Minors do not need to go through security-desk check in like other adults.
- b) Wait for our volunteer to guide you through the RCJ check-in , then enter the competition pit area.
- c) For those teams arrive after 9am, please do let the security desk know and they will most likely let you go in first before spectators.

3. For spectators:

- a) All spectators will be directed to stay in a certain area until all teams are completely clear from security check (most likely after 9am).
- b) At the security desk, **you must provide your photo ID** . To expedite this security check-in process, I **highly recommend you to enter your names to Google Spreadsheet (<http://bit.ly/30g1FWn>)** no later than the end of the May – 17th.
- c) To view competition rounds? Yes, absolutely. There should be a zone surrounding each competition field where spectators will be able to view the rounds.

REMINDER TO COMPETITION MEMBERS - WHAT TO BRING

1. Your robot. (It happened twice in the past someone forgot their robots. I am not making this up.)
2. Batteries :
 - a) at least twice as many as for one robot. Alkaline, or lithium, etc. ? Depends on the team. Each should have discussed with the mentors.
 - b) Make sure you have a way to distinguish what are used or not used, e.g. put them in two individually labeled bags, or mark those used, etc
3. Power:
 - a) Your own extension cord.
 - b) Power cable, such as for your laptop, batteries charger (if applicable), etc. Your own connection cable to your robot controller.
4. Paper pad | pencils, double-sided tapes, etc.
5. Extra building materials, extra your wires.
6. Especially for those who are using open circuit platform such as PI, Arduino, etc. You must bring your own tools such as needle nose plier, mini-screw drivers, soldering iron, extra screws, stands-off, etc.
7. Tape and label your wires
8. Some form of double sided tapes, duct tape, Velcro for emergency fix 😊
9. And anything you and your team members have discussed ... , of course.

TYPICAL DAY SCHEDULE (SAMPLE)

Please plan this as a full day event, from 8am to 4pm. Please refrain from trying to check-in before 8am. Detailed competition rounds schedule won't be available until the very day of the event. The following reflects a typical day. Again, this is just a sample. You will be notified if more update becomes available.

8:00A - 9:00A	TEAM CHECK-IN
9:00A - 10:00A	League-specific activities such as robot inspection and/or technical interviews with teams already check-in. These will be conducted throughout the day.
10:00A - 2:45P	Competition Rounds. You will receive your schedule at check-in. But, again, it will remain fluid throughout the day. You should decide the lunch time with your team mates and parents.
3:00P - 3:30P	Keynote Presentation
3:30P - 4:00P	Closing ceremony for all leagues.

All are encouraged to stay until the ceremony is over. It is a way to celebrate their effort even when they do not win. They should be encouraged to learn from others and celebrate together; so that they will feel they are in this for the learning.

Besides, it often has a speaker, a professional in robotics, or advanced robotics projects achieved by remarkable students, to share one of the latest technologies or research projects.

FOOD/LUNCH

There is no designated lunch time, but at each team's choice.

They prefer that students eat in the following areas:

- the spectators lounge on the 2nd floor,
- outside green spaces on the first/second floor.

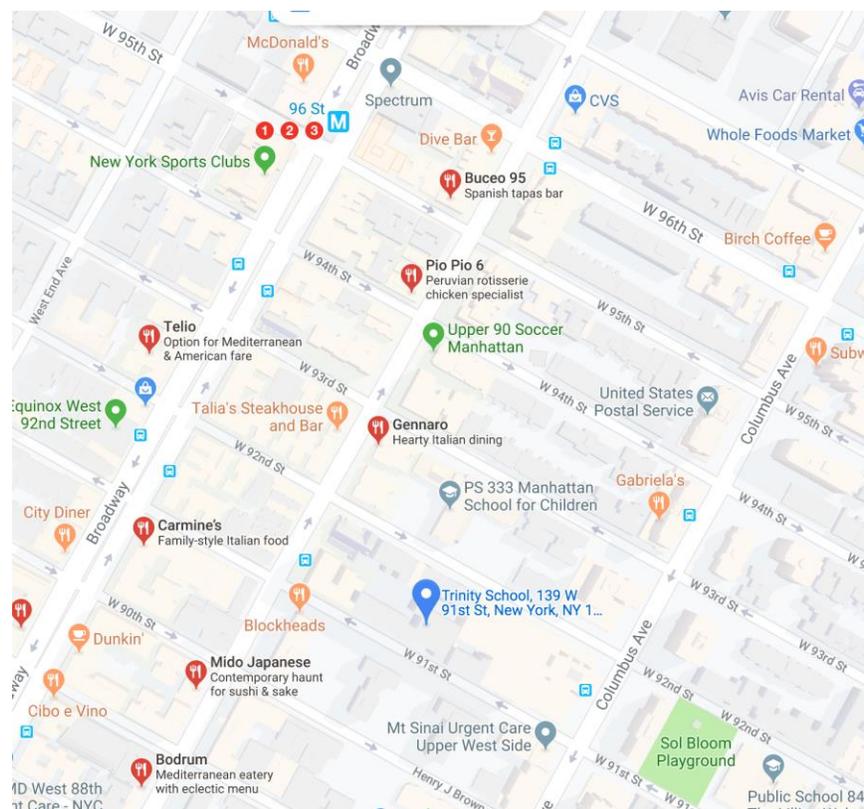
NO food in the chapel or multipurpose room, gym. Please check with the staff/volunteers (in black t-shirts) if you are not sure.

Since 2019 event locates right within NY City, there are many restaurants in the walking proximity.

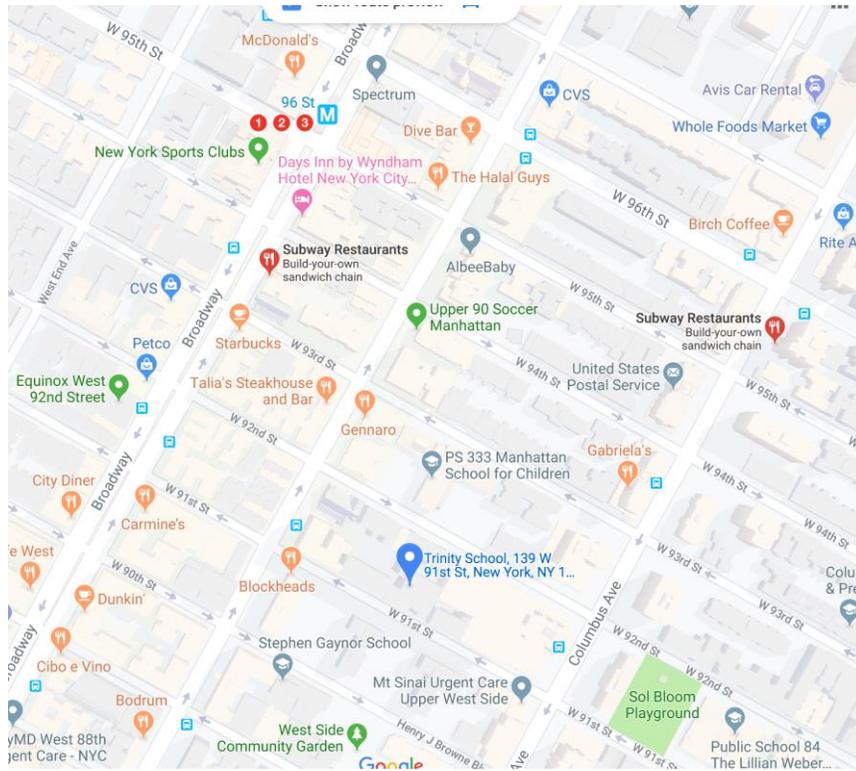
There is a Wholefood Supermarket between the 97th and 100th street on Columbus Avenue.

Please do ensure to clean up after yourself – a way to show gratitude to the school which is generous enough to let us use their area.

Reference 1:



Reference 2:



PARKING

Off-street parking is limited. If it has a parking meter, check to see if the parking fee is required on Sunday.

Parking Garage: the 92nd Street (behind Trinity School):
<https://www.championparking.com/champion-parking-92-11c/>

There is an Early Bird Special - \$16 before 10 am, exit by 8 pm over the weekend as well.

IMPORTANT NOTES TO SPECTATORS

There will be helpers around to guide you regarding areas where you may rest and wait. Please do note that there will **not** be wi-fi network access in the school.

While we are very much welcomed to view the competitions, we would like to bring this to your attention:

- a) Stay within the spectators area. There will be signs to keep a good buffer zone around the competition fields in order to ensure there is no disruption to team members during rounds.

- b) All spectators, as well as mentors, will not be allowed to enter the team members working area throughout the entire games.
- c) Please communicate with your child regarding coordinating when to meet for lunch and such. If your child does not have access to his/her mobile phone, consult the child's mentor to coordinate to ensure your child can reach you if necessary.