

# Rules & Procedures

## Check-in

- **CHECK-IN IS FRIDAY, 22 JANUARY** in the atrium of Nedderman Hall at the University of Texas at Arlington. Maps: [www.uta.edu/maps/map?id=nh](http://www.uta.edu/maps/map?id=nh). Drivers, not leaving their vehicle, may stop briefly in front of the building to off-load models. Vehicles cannot park or be left unattended in front of the building – they must be moved immediately after unloading. See access instructions at [www.dfwfuturecity.org/upd\\_info.html](http://www.dfwfuturecity.org/upd_info.html).
- **PARKING** will be available in lot 36 across UTA Blvd.
- **AT CHECK-IN, YOU WILL RECEIVE A PACKET OF INFO, YOUR ROOM AND PRESENTATION TIME ASSIGNMENTS.** UTA has given us 8 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. Teachers 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, 22 Jan.). If not, you have until 7 pm Friday and from 7:30-8:30am on 23 January to get your model and presentation 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 BRING THE REQUIRED PAPERWORK:** (all forms available online at [www.dfwfuturecity.org/upd\\_rsrc.html](http://www.dfwfuturecity.org/upd_rsrc.html))
  1. Keep with model:
    - Completed CITY MODEL EXPENSE FORM (p. 55)
    - Model ID card
  2. Turn in at check-in
    - Media Waiver Form (p. 56)
    - Honor Statement (p. 58)

## Preliminary Round

- **PRELIMINARY JUDGING 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 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.
- **TEACHERS, 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 Questions & Answers.
- **SPECIAL AWARDS JUDGING** will commence at 9:00 am on a rotating schedule by room. Students should be at their models for special award Q&A according to the following schedule:

9:00-10:00am	Room 105 and 106
10:00-11:00am	Room 111 and 112
11:00am-12:00noon	Room 108 and 109
12:00-1:00 pm	Room 202 and 203
- **PEOPLE'S CHOICE BEST MODEL** – You will receive your ballots at check-in. Everyone will have the opportunity to view all the models from 1-1:50 pm. Vote on your choice for best overall model and return your ballots to the box at the check-in desk.

## Other Activities

- **ALLOW EXTRA TIME FOR TEAM PICTURES.** We will be taking team pictures from 9am-12noon. Plan to allow at least 30 minutes before or after your presentation 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.
- **WHILE YOU ARE NOT PRESENTING** you should feel free to congregate in 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). Teachers will receive lunch tickets for the team members at check-in. Anyone else may purchase lunch in the cafeteria from the cashiers (price is about \$7). Or you may do lunch on your own – there are a variety of fast-food and sit-down restaurants in the area.
- **WE HAVE GIFTS** – t-shirts and other goodies for each student team member and “thank you” gifts for the teachers and mentors.

## Finals Competition

- **4-6 TEAMS WILL MOVE TO THE FINALS**, based on their total scores, including: computer score sheet, city design, narrative and essay, 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. Rules are the same as for the Preliminary Competition: presentations will be 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 2 pm. Finalist teams should leave and proceed to atrium until they are called for their presentation (presentation order will be randomly drawn). We will have a couple of people available to help you move your model into rm. 100.
- **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 computer score, city design score, and essay score –plus– their scores on model and presentation from the finals.

## Awards

- **ALL TEAMS SHOULD STAY FOR THE AWARDS.** In addition to the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place awards, we will have about 20 special awards, for example: Best Essay, Best Model, Best Name, etc. So even if you don’t make the finals, you still have a good chance of winning and 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, teacher and mentor should come forward to receive the awards. After receiving your awards, please return to your seats.

## Clean-up

- **ALL TEAMS ARE RESPONSIBLE FOR REMOVING THEIR MODEL** following the Awards Ceremony. Don’t forget to pick up anything you might have left in the atrium.
- **SCORE SUMMARY SHEETS, CERTIFICATES AND TEAM PHOTOS** will be available in FC office following the Awards Ceremony. Teachers should stop by to pick up their packets.

## Other Rules

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

**GOOD LUCK!**