2018 INDIANA FUTURE CITY TEAM INFORMATION SHEET

REGISTRATION/CHECK IN INFORMATION

- **Early registration/check in** (to bring models and retrieve your school packet): 4:00-5:30 p.m., Friday, January 19th at IPFW Walb Student Union. We encourage you to consider this if you are local.
- **Regular registration/check in**: 8:00-8:25 a.m., Saturday, January 20th at IPFW Walb Student Union. **Teacher or mentor only may register the teams** at registration table. Team and others may go to their display table. **No Late registrations** except for weather related or other emergencies (if late call: 260-413-2054).
- **FORMS SUBMITTED AT REGISTRATION TO AVOID POINT DEDUCTIONS**:
  - **City Model Expense Form with Receipts** (page 93 with directions on page 94 of Program Handbook)
  - **IPFW Media Release Forms** (use form at Indiana website or enclosed; not the one in the handbook)
  - **IPFW Legal Name/Birthday Form** (use form at Indiana website or enclosed): This form is used if your team wins the regional competition as we are required to submit legal names to National FC immediately after the competition. (Legal name is the full name that is on the I.D. needed for air travel. Adults can use the name on your driver’s license and, for students, it will be the name that appears on a birth certificate or Indiana student I.D. School I.D.’s are not acceptable for travel.) PLEASE MAKE SURE THAT PRIOR TO THE REGIONAL COMPETITION YOUR TEAM MEMBERS DISCUSS WITH PARENTS the possibility of winning the competition and traveling to National Finals during Engineers Week from February 18-22. **IF YOU BELIEVE YOUR TEAM MAY WIN, SEEK APPROVAL FOR THIS TRIP FROM PARENTS AND YOUR SCHOOL PRIOR TO THE REGIONAL COMPETITION. YOU MAY IDENTIFY ONE STUDENT AS ALTERNATE FOR THE NATIONAL COMPETITION IN CASE AN OFFICIAL PRESENTING TEAM MEMBER CANNOT ATTEND.**
- **Team Packets** given at registration include name badges, general competition information, and Teams’ Choice ballots for presentation team members only, 2 programs, the competition schedule, and five drink tickets for lunch.
- **Team Informational Meeting** in Walb Ballroom from 8:30 a.m. will welcome teams and review procedures.

MODEL INFORMATION

- **Model Drop Off**: Models should be unloaded in the Circle Drive in front of Walb Student Union. Vehicles may stop temporarily in the circle to unload models onto carts which will be available immediately the building. Please move your vehicle immediately after the model is unloaded; do not leave vehicles unattended. Bring adequate cover to protect your model in case of snow or rain. Your team will be directed to their display table. Teachers may register after parking in the garage. Please make the model sturdy for movement from the vehicle to Ballroom (walkway bricks cause carts to be bumpy). Also, keep in mind that should you win the regional competition, your model must be sturdy enough to withstand shipping via Federal Express to National Finals.
- **Model Displays**: A diagram of Ballroom table locations will be posted on the Indiana Future City website on Thursday before the event and will also be posted at the event to assist teams, judges, and visitors in locating a team’s assigned table. Chairs are not placed at display tables. Team members (3 presenters) will stand at their tables during special award judging. Guests and other school members may sit in seats in the center and around the parameter of Walb Ballroom. **If a team member has a disability that requires being seated, please contact the coordinator.** Tables are skirted so that smaller items may be placed under the table including visual aids for the presentation. Each 6 foot table has a sign that displays the city and school name for judges and the general public. Please do not remove and/or keep/take these signs after the event as we must use the sign templates each year.
- **Model Repairs**: remember to bring extra tape, glue, etc. IMPORTANT: GLUE GUNS WILL NOT BE ALLOWED. Please be careful when using glue to prevent damage to the Ballroom floor.
- **Model Removal**: Models will be released to take home after the awards ceremony. Please do not remove a model during the final presentations. **YOU ARE RESPONSIBLE FOR THE REMOVAL OF YOUR MODEL. PLEASE DO NOT LEAVE YOUR MODEL IN THE BALLROOM FOR DISPOSAL BY IPFW STAFF.**
- **Visual Aids**: Easels will be in each presentation room. Due to the need to place the team signs on easels in between a set of tables, there will not be room to place posters at your display table in the Ballroom. Visual aid displays will only be used during the presentation. This is because of the need to avoid blocking aisles due to fire codes.
- **Model ID**: A required 4X6 card must include city name, school name, team members’ names (teacher, students, engineer), and scale size visible on your model. **Point deductions set by National Future City will be used for missing cards or information**: 1 pt. for each item missed with a total of 5 points possible penalty.
- **Model and Visual Aid Measurement**; A committee member will examine each model for Model ID card and will also measure your model and visual aids to make sure you are within the required measurements. Refer to page 82 of Teacher Handbook for point penalties when exceeding size restrictions. Indiana Future City follows all National Future City requirements regarding size limitations and deduction points.
PRESENTATION PROCEDURES

- **Transporting Models for Presentations**: Volunteers will escort each team to their presentation location during their presentation time but teams will move their own models onto carts which will be provided for your use. Team Escorts will direct the teams to present in room G-08 out the main doorway and through an elevator located in the interconnecting walkway. The Team Escorts will direct the teams to their rooms via the service elevator. Teams will need to be at the model entrance of their presentation room ten minutes before their presentation. **Please do not attempt to carry your model up the stairs or transport the model in the small elevator near first floor restrooms!** The final schedule for each team’s presentation time will be posted by Thursday, Jan. 18th.

- **Judging time**: Preliminary Presentations and Model Judging will be in the morning and will last **20 minutes**: 7 minutes maximum for your team presentation, 3 minutes for questions, 5 minutes for judges to approach the model for a close-up model judging, and 5 minutes to move the model out of the room as judges complete score forms. A panel of volunteer judges will listen to your presentation. A timer will be present using a stop watch and time cards to alert the team when there is one minute left and **displaying a stop card when the full 7 minutes has elapsed at which time the presenters must complete their sentence and stop or incur an over-time penalty. NO ELECTRONIC VISUAL AIDS (EX: POWER POINT) ARE ALLOWED ACCORDING TO NATIONAL RULES. See page 80 in handbook for rules.**

- **Question/Answer Period**: Student team members only should participate in answering questions from judges during the 3 minute question period following the presentation (not teachers or mentors). Teams will also be asked questions by judges during the 5 minute examination of the model when judges get out of their seats to look at model close up.

- **Observers**: The teacher(s), mentor(s), and other students who worked on the project have priority as observers however, the rooms will typically only accommodate between 22 and 23 observers (depending on the room) for other additional observers like family members. All observers will enter and exit the presentation rooms from the main hallway or where a sign is posted. **Family observers** may want to plan to arrive at least 30 minutes earlier or contact their participants in case their team has been moved up in the schedule due to “no shows”.

- **Recording Presentations**: Excluding IPFW media, only one video camera per team allowed in the room.

JUDGING PROCEDURES

- **Preliminary Presentation/Model Judge Scores**: Each judge will score your model and presentation independently and all scores of the judging panel will be averaged to determine your composite model and presentation scores. Each room will have a designated judge “captain” who will start the session and a Judge Assistant who will welcome and be the timer as well as make sure that only observers associated with the team are present. Decision of the judges is final.

- **Judges and Essay/City Narrative Judging**: Each team’s Virtual City Presentation and Essays are judged by multiple judges in a blind judging prior to the competition day. The scores of those judges are also averaged to create a single score for each of these components. **Per national rules, scores are not revealed until after the competition is concluded when educators have access to results through their team page on the National FC website.**

- **Score Totals and Advancing to Regional Finals**: All scores from each of the competition components are combined to determine a team’s overall score out of a possible 258 points. Refer to your handbook for scoring rubrics and point values. The overall team score out of 258 determines regional finalists.

- **Regional Finals (National Rules pg.82, #10)**: The top five teams from five different schools advance to finals.

- **In case of ties**: Ties in the preliminary and final round will be broken by taking the highest component score in the following order: a) presentation b) model c) essay d) virtual city presentation.

- **Penalty Points**: Late submissions, missing elements, or size violations will be deducted from the overall score. See the Score Scoring Deduction Form on page 84 of the Future City Handbook for deductions.

SPECIAL AWARD JUDGING

- **Award Judging Procedures**: At least two student team members must be with the model in the ballroom during the Special Award judging session from 9 a.m. – 11:30 except when your team is presenting to preliminary judges. Special Award judges will circulate to examine your model and ask questions pertaining to their specific award. They will introduce themselves and the award they represent. They are looking for specific criteria to determine an award winner.
**Award Criteria:** Teams should not recite their preliminary presentation to special award judges. The Special Award judges will question teams on criteria related to their specific award and most do not have time to hear the formal presentation. You can see the criteria for each special award on the Indiana website posting of special awards.

**Award Eligibility:** All teams, including Pilot schools, are eligible for many Special Awards. Indiana Special Awards are different than awards offered at the National Finals. The special awards include a large plaque for the school and a smaller plaque for each of the team members. Name plates that include your team’s city name will be added at a later date. The Indiana Regional tries to always follow the National guidelines that teams may only be recognized for two Special Awards unless multiple organizations insist that a specific team must win their award. Most of the Special Award judges recommend several teams.

**FINALIST JUDGING**

The Indiana Regional has a morning “run off” preliminary competition with multiple teams from schools followed by a final round with one team per school in the afternoon of competition day. We invite and hope all schools stay to observe the finals as this is a very educational part of the day when teams can learn from each other.

- **Finalists:** The five highest-scoring teams from different schools will advance to the final round. Should multiple teams from a single school receive high enough points; the highest scoring team from that school will advance.
- **Finalist Announcement:** Finalists will be announced in the Ballroom (see schedule for time).
- **Finalist Order:** A random draw will determine the order of the final round presentations.
- **Filming Finals:** As a courtesy to the teams in the Final Round, flash cameras will not be allowed during the final round. Video cameras will be permitted during the Final Round as long as they don’t block audience members’ view.
- **Finalists Sequestered:** Finalist teams will be sequestered until their presentation time. Communication to the finalists via cell phones by others watching the competition is prohibited. Teams are on their honor for this rule.
- **IMPORTANT Finalist Placements: PLEASE MAKE SURE THAT TEAM MEMBERS AND FAMILY MEMBERS KNOW THIS!** Often parents and students viewing the finals believe that the best presentation will determine the final placements and winner of the Indiana Competition. Please remember and share with observers associated with your school that the scores for the SC Virtual city presentation and essay will be added to the final presentation and model scores to determine the final placements and the winner in the Indiana competition.
- **Results:** All schools will have access to see results after the competition day.

**Other Information**

- **Parking is free** in the parking garage near Walb.
- **Public Viewing:** Walb Ballroom will be open to the public for viewing models from 9:00 a.m. – 11:30 a.m.
- **Ballroom Closed:** The Ballroom will be closed during lunch in preparation for the Final Round presentations.
- **Lunch:** Each team will receive one pizza compliments of our Final Award Sponsor Indiana Michigan Power and a ticket for one soda per official team members. Bring your tickets to the Cafeteria where the pizza and soda will be distributed.
- **Additional pizzas** were ordered via an online order form. If you have changes please get those to Becky Notestine prior to noon on Tuesday, January 17th. Additional drinks may be purchased in the vending machines, or brought in a cooler to the competition. There is a small amount of room under the display table for a small cooler. There is a cloak room available for coats also in the entrance of the Ballroom.
- **Please inform parents or other visitors** that no restaurants will be open on campus that day. Snacks and drinks may be purchased from the vending machines located in Walb Union. There are numerous restaurants within 5 minutes of IPFW. Visit the Information Table for directions.
- **Extra t-shirts** which you may have ordered in advance can be paid for during registration.
- **Team gifts:** Each team will receive five participation “gifts” for each official team member. Unfortunately, we cannot provide items for every student that worked on the project due to the large size of some teams.
- **Participation certificates** are also provided to each official team member. We will make these certificates available to teachers upon request if you would like to create certificates for additional team members.
TEACHER’S CHECKLIST
2018 Indiana Regional Future City Competition

- Notified Carol Dostal via email or phone if one of my teams is dropping out or any student name changes. (dostalc@ipfw.edu or (260) 481-6905 or, on day of event, (260) 413-2054)
- I have the IPFW Media Waiver Form (not the Handbook form) filled out and signed by the parents for each of my team members to turn in at registration.
- 4” x 6” Model ID card ready for display on model. (see Handbook Model Identification Card instructions)
- Competition Expense Form complete with receipts and the expenses do not exceed $100.
- Model (including items on the parameters of the model) is measured and does not exceed required dimensions.
- Presentation support materials do not exceed required dimensions.
- If applicable, send changes in the extra pizzas ordered to Becky Notestine prior to noon, January 17th.
- If applicable, have extra drinks for observing students.
- Honors Statement for each team submitted online
- If applicable, have the check for pizza payment and for extra pre-ordered t-shirts.
- I have materials for repair needs. (Glue, tape, staples etc.) NO GLUE GUNS.
- DISCUSS WITH PARENTS PRIOR TO REGIONAL COMPETITION THE CHANCE OF WINNING AND TRAVELING TO THE NATIONAL FINALS. FILL OUT THE LEGAL NAME FORM AND SUBMIT FOR AT CHECK IN.

REMINDERS:
- Review Sample Judges questions found in Teacher Handbook. Practice answering questions.
- General public are welcome to see models from 9 a.m. – 11:30 a.m.
- Schedules are approximate. Your team presentation time can change if another team does not show up. Make sure parents/observers are aware of this.
- Practice presentations several times but always remember that the judge’s want the team to succeed! They are very understanding of mistakes so make sure the team knows to just keep going if they make an error.