Dear Coach,

Congratulations to you and your team for advancing from your qualifying tournament to the FIRST® LEGO® League Northern Indiana Championship to be held on December 9, 2017!

The tournament is hosted by Indiana University- Purdue University Fort Wayne (IPFW), coordinated by the College of Engineering, Technology, and Computer Science (ETCS) Outreach Office with sponsorships from Harris, Brickworld, and in-kind support from Markeys Rental and Staging.

The Championship at IPFW Campus

Location and Parking: The tournament will be held at IPFW in two campus buildings: Walb Student Union for the judging sessions and Gates Athletic Center field house for the robot competition and Team Pit areas. Both are shown on the enclosed map. The Athletics Center and Walb Student Union have an inter-connected, inside hallway which can be accessed from Parking Garage 2 (P2 on the map). Teams will walk between Walb and the Athletics Center for judging which is about two city blocks long so keep this in mind for transferring visual aids or other items to judging sessions. Parking Garage 3 (P3) and Parking Lots 13 and 15 are close to the Athletics Center. Buses should park for the day in Lot 12. Parking in front of the Athletics Center (Lot 14) is restricted for Athletic activities and patrons. Maps and directions to IPFW can be found at the bottom of the home page for IPFW: http://www.ipfw.edu/campus/maps/

Championship Confirmation

PLEASE CONFIRM YOUR TEAM’S SPOT AT THE CHAMPIONSHIP TOURNAMENT ASAP BY USING THE CHAMPIONSHIP CONFIRMATION LINK: http://www.etcs.ipfw.edu/fll/official_tourney/teams/confirm.php

This letter will also be posted on the FLL Indiana Championship website under Championship Tournament by Friday, November 10, 2017 so you may use the link rather than copying it if you prefer. Please email me if you will not be attending as soon as possible.

The online confirmation link will require the following information:

- Identify the Qualifying Tournament that your team(s) attended
- FIRST LEGO League Team Number and Team Name (Team name must be the same as used for the Qualifier)
- Coaches’ Names, emails, and preferred phone if we need to contact you
- Organizational name (if applicable)
- Preferred mailing address for results packets after the event
- An accurate list of team members who will attend the Championship. This list is compared to the list provided for the qualifier. *

*Important Team Member Requirements: Coaches with multiple teams may not “switch” teams attending the Championship or combine two or three teams into a single new team. The same team who performed at the Qualifier and was selected for advancement must attend the championship tournament; not an alternate team created for this particular event. If it becomes necessary to send an alternate team member due to the original member’s inability to attend because of a conflict or illness, that is allowed. The team members who are on the list a coach provides will be expected to participate in all judging sessions and must be in attendance at the robot game match with their team. These rules are intended for a sense of fair play for all teams. If you have questions or concerns, please contact the tournament director before the tournament.

Please review the following documents as soon as possible even if you have attended the tournament in the past:

- General Tournament Schedule
- Team Tournament Information with Coach Check Off List: Please read BEFORE THE TOURNAMENT
- Championship Tournament Team Introduction Form (different from other tournaments)
- IPFW Campus Map with campus buildings and parking locations
- FIRST Code of Conduct
Website Information

Website Information: Check the Indiana Championship website periodically for new information: [www.etcy.ipfw.edu/fll](http://www.etcy.ipfw.edu/fll). The website will post the following documents before the event: 1) Athletic Center Field House Pit layout with team numbers posted by the Thursday before the Tournament, 2) Championship packet documents will be posted by November 10th. 3) Hotel information, weather policy, and other pertinent details. Notify the Tournament Director ASAP if you would need to request a specific location in the pit due to the special needs of a team member (please explain). The Field House is a quarter mile track with two pit locations and about 4 feet between tables and 8 feet between rows. Teams with the same coach or from the same organization will be placed near one another if possible.

Against All Odds Award

Teams requesting consideration for this award must submit a legible summary (written by coach or team member) describing unusual challenges and obstacles encountered during the tournament season and reasons your team deserves this award. Please keep your descriptions to less than a page and include: team name, team number, coach’s name. Submit your summary to Carol Dostal, Tournament Director, BEFORE NOON (EDT) ON DECEMBER 8th via email to dostalc@ipfw.edu or fax it to the IPFW College of Engineering, Technology, and Computer Science at (260) 481-5734 to Carol’s attention.

Tournament Confirmation and Fee Payment

When you submit your online confirmation that you will be attending the Championship, you will see a follow-up printable confirmation form with directions about fee payment. Please print this form and mail it with your tournament fee payment to be received by Thursday, December 7, 2017. PLEASE DO NOT SCAN/EMAIL OR FAX ANY CREDIT CARD INFORMATION. This information must be mailed to protect your privacy. All directions are on the printable confirmation form. Tournament fees will not be taken at the tournament and must be paid prior to the event.

Team Rosters and Media Consent and Release Forms: All coaches will be required to bring a copy of their Team Roster that can be printed from their FIRST LEGO League Dashboard. All team members and coaches are required to complete the FIRST LEGO League Consent and Release Form online which will be indicated on the Team Roster. If you have a paper version of this for some team members who were unable to complete the online version, please ask your qualifying tournament director to submit a copy to the Championship by scan/email, fax, or by mailing to me.

On behalf of the IPFW Championship Tournament Committee, I extend sincere congratulations to each of you. We admire your service to your team(s) and your ongoing commitment of time, patience, and enthusiasm as a FIRST LEGO League coach. We wish you the best in your upcoming team practices and safe travels to Fort Wayne!

Good luck and see you soon at the Northern Indiana Championship!

Carol Dostal
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