Information Sheet  
2005 Indiana Regional Future City Competition

Registration
- Early registration: 4:00-5:30 pm, Friday evening at IPFW Walb Student Union
- Regular registration: 7-7:45 am, Saturday morning at IPFW Walb Student Union.
- **No Late Registrations will be accepted except due to weather related emergencies.**
- Please have the teacher only register the teams at the registration table.
- **The City Model Expense Form and Receipts and Media Release Forms are due at registration or a 15-point deduction will apply.**
- Teams will be given a packet at the time of registration, which will contain name badges for each team member, general tournament information, People’s Choice ballots, 2 programs, the final competition schedule, and a survey.

Models
- You may use the circle drive in front of Walb Student Union to drop off models only. **Vehicles cannot be left unattended and must be moved immediately after bringing models in the building.**
- A layout of tables in Walb Ballroom will be posted to help you find the location where your model will be displayed. This layout will also be placed on the website a few days before the event.
- Remember to have a covering available to protect the model during transport into Walb Union in case of rain/snow.
- Bring the model directly to the ballroom. There will be carts available for your use in the entry way for bringing in the model if you need one.
- Table signs will have the city name clearly displayed to help judges identify your team.
- At least two student team members must be with the model in the ballroom during the special judging session.
- For model repairs remember to bring extra tape, glue, etc. **IMPORTANT: GLUE GUNS WILL NOT BE ALLOWED.**
- **Easels for your visual aid** will be in each presentation room but will not be available for use at your table. If you bring an easel for displaying your visual aid, it cannot block aisles due to fire codes. There is a small amount of space (about 1 foot) next to each table so please keep this in mind.
- Models will be released to take home after the awards ceremony. **YOU ARE RESPONSIBLE FOR THE REMOVAL OF YOUR MODEL. DO NOT LEAVE YOUR MODEL IN THE BALLROOM FOR DISPOSAL.**
- Remember to have your 3x5 card with city name, team members names, and scale size visible on your model.

Presentation Procedures
- Teams will be escorted to their presentation rooms in order as listed on the competition schedule.
- A volunteer will escort each team to the staging area **approximately 15 minutes** before the presentation. It is important that team members stay together and the city name is visible.
- Teams will enter and exit the presentation rooms through the ballroom entrances.
- Teams that will be presenting on the second floor will be escorted to the service elevator to transport their models upstairs. Do not attempt to carry your model up the stairs.
- Presentations will last 20 minutes with 5-7 minutes set aside for the team to explain their city, 5 minutes for model judging, and the remaining time allotted for questions.
- After the presentation, teams will return to the ballroom.
- In addition to the students, teacher, and engineer mentor, immediate family, six years of age and older, will be allowed in the room as observers during the preliminary competition.
- Observers will enter and exit the presentation rooms from the hallway.
- **NOTE:** 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.
- Excluding media, one video camera per team presentation will be allowed.
- The final round presentations will begin at 1:30 in Walb Student Union Ballroom.
- The Awards Ceremony will begin at 4:15 in Walb Student Union Ballroom.

**Judging**
- There will be 5 judges for the preliminary round and 5 judges for the final round.
- 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) map.
- Decision of the judges is final.
- Scores for the city design, abstract, and essay will be added to the preliminary presentation and model scores to determine the six finalists.
- Special Awards judges will be walking around and talking with teams in the ballroom during the morning. Team members should not be wary of them. The judges need to talk to the teams and ask questions so they can make the best decision for the awards.
- At least two student team members must be with the model in the ballroom during the special judging session except when your team is doing their presentation.
- All teams are eligible for special awards. Check the registration packet and ballroom for the list of special awards. The special awards will be presented during the awards ceremony.

**Final Competition Judging**
- The six highest-scoring teams from separate schools will advance to the final round.
  (Per national rules, see page A19 & A20 regarding regional options for the number of teams allowed per school in the preliminary and final portion of the competition)
- Only the highest scoring team from each school will be considered for the finals.
- A random draw will determine the order of the final round presentations.
- Finalists will be announced in the lunch room and posted at the registration table and outside the eating area on the 2nd floor.
- Scores for the city design, abstract, and essay will be added to the final presentation and model scores to determine the winners.

**Other**
- Free parking is available in Parking Garage 2 with overflow parking in Lot 11.
- The ballroom will be open to the public from 9:00 am -12:15 pm.
- As a courtesy to the teams in the Final Round, cameras will only be allowed in the ballroom from 9:00 am – 12:15 pm. However, video cameras will be permitted during the Final Round.
- The ballroom will be closed at 12:15 - 1:15 pm for preparations for the Final Round presentations.
- **Pizza will be available to order for lunch. All orders must be received by Noon on the Jan. 20th.** Please contact Paula King at 260-481-4145 or kingp@ipfw.edu for further information or to order the pizza.
- An information table will be set up in the lobby for any inquiries.