REGISTRATION/CHECK IN INFORMATION

- **Early registration/check in** (to bring models and retrieve your school packet): 4:00-5:30 p.m., Friday, January 23 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 24th at IPFW Walb Student Union.

- No Late Registrations except for weather related emergencies (if running late call: 260-413-2054).

- Please have the teacher or mentor only register the teams at the registration table. Team members and other adults will be directed to your designated display table once you arrive.

- **FORMS SUBMITTED AT REGISTRATION TO AVOID POINT DEDUCTIONS:**
  - CITY MODEL EXPENSE FORM AND RECEIPTS (page 39 of Handbook for directions)
  - IPFW MEDIA RELEASE FORMS (please use the on line form at Indiana website instead of the one in the handbook)
  - NEW: HONORS STATEMENT (THIS YEAR YOU MUST SUBMIT THIS ONLINE AT YOUR TEAM WEBSITE)
  - NEW: LEGAL NAME/BIRTHDAY FORM (please use form at Indiana website): This form will be used if your team wins the regional competition as we are **required** to submit legal names to National FC immediately **after the award ceremony**. (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 WEEKEND YOUR TEAM MEMBERS DISCUSS WITH PARENTS** the possibility of winning the competition and traveling to National Finals during Engineers Week from February 14-18. **IF YOU BELIEVE YOUR TEAM HAS A CHANCE OF WINNING, PLEASE SEEK APPROVAL FOR THIS TRIP FROM PARENTS PRIOR TO THE REGIONAL COMPETITION. YOU MAY CHOOSE ONE STUDENT AS AN ALTERNATE FOR THE NATIONAL COMPETITION IN CASE OF ILLNESS.**

- **Team packets** given at registration include name badges, general competition information, and Teams’ Choice ballots for presentation team members only, 2 programs, a survey, the competition schedule, and five drink tickets for lunch.

- **Team Informational Meeting** in Walb Ballroom from 8:25 - 8:30 a.m. will welcome teams and review procedures.

MODEL INFORMATION

- **Model Drop Off**: All 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 inside the building. Please move your vehicle immediately after your model is unloaded and do not leave vehicles unattended. Your team will be directed to their display table and you can register after parking in the garage. Bring adequate cover to protect your model in case of snow or rain. When preparing your model please make it sturdy enough for movement from vehicle to the Ballroom (the bricks cause the carts to be bumpy and also movement to each room). Also, keep in mind that should you win the regional competition, **your model must be sturdy enough to withstand shipping to National Finals without falling apart or breaking.**

- **Model Displays**: A diagram of Ballroom table locations will be posted on the Indiana Future City website the 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 52 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 guide the teams presenting in rooms G 21, 222 and 226 to their rooms via the service elevator behind the ballroom. Teams will need to be at the 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 schedule for each presentation time will be posted by Thursday, Jan. 22.**

- **Judging time**: Preliminary Presentations and Model Judging will be in the morning and will last 20 minutes: 7 minute 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. Five community 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 51 in handbook 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. **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 five person judging panel will be averaged to determine your 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 time the room 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 SC virtual map design has already been judged by two judges and the essay and city narratives are being judged the week before the competition by three judges. The scores of the judges are averaged to create a single score for each of these components. All components are judged “blindly” meaning only the city name appears on the component for the judge to see. **Per national guidelines, scores cannot be revealed to teams until after the competition is concluded when educators have access to results.**

- **Score Totals and Advancing to Regional Finals**: All scores from each of the 5 components of the competition are combined to determine a team’s overall score out of a possible 280 points. Refer to your handbook for scoring rubrics and point values. The overall team score out of 280 is used to determine regional finalists.

- **Regional Finals (National Rules pg. 50, #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) SimCity map design.

- **Penalty Points**: Late submissions, missing elements, or size violations will be deducted from the overall score. See the Score Scoring Deduction Form on page 52 of the Future City Handbook for deductions.
Special Award Judging
- 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 a.m. except when your team is presenting to preliminary judges. At that time, Special Award judges will circulate to examine your model and ask questions pertaining to their specific award.
- Please instruct your team not to recite their preliminary presentation to special award judges. The Special Award judges will question your team 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.
- 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.

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.
- **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 map, city narrative, 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 receive results after the competition day once all surveys have been returned either on competition day or returned by mail (yes, we are holding the results captive until you provide us with completed surveys)! The surveys are critical in allowing us to improve and assess the competition.

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** may be ordered by sending the online order form to Becky Notestine prior to noon on Wednesday, Jan. 21. 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, however, 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. If you would like to order some of these items, we can share information with the teacher regarding where we purchased them.
- **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
2015 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 in order form for extra pizzas to Becky Notestine prior to noon, January 21, 2015.
☐ 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. FIND OUT LEGAL NAME OF STUDENTS AND SUBMIT FORM 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.