

Greeting Coaches, Mentors and Teachers,

Thank you for registering for the Second Annual Owlbots VEX IQ Tournament on Saturday, January 20th, 2024!

This email contains important information about our event, please read it in its entirety and adhere to the protocols and procedures to ensure all attendees enjoy an exciting competition experience.

- **Participant Release Forms:** All students, parents and Coaches should submit a Participant Release form online **BEFORE** the day of the competition. Link to the Robot Events Form is available at <https://waiver.smartwaiver.com/w/5ab2c50d92047/web/>
- **Code of Conduct:** All participants should abide by the REC Foundation Code of Conduct for Robotics Competitions <https://www.roboticseducation.org/documents/2019/08/recf-code-of-conduct.pdf/>
- **Address and Parking:** Miami Lakes K8 Center 14250 NW 67th Avenue, Miami Lakes, FL 33014 Please refer to the information attached for parking areas available.
- **Single-Entry Door:** Please refer to the information attached to identify the single-entry door to the event and check-in table. **Coaches, please make sure you arrive along with your team(s) at check-in.**
- **Arrival/Check-in:** Students, Coaches, and parents should make every effort to arrive at 8:00 AM to **check-in** on time, with **Inspection-ready robots**, and **Engineering Notebooks** (if applicable). Engineering notebooks are not mandatory, but highly recommended to be eligible for the main Competition Awards. **All Engineering Notebooks will be collected from the coach at check-in and returned to them at the end of the event. No digital Engineering Notebooks will be judged in this competition.**
- **Pits and Competition Area:** Check the information in the envelope given to the Coach at check-in. Only coaches and the teams should be at the pits. Parents are invited to sit and enjoy the matches in the competition area (Large Cafeteria)
- **Inspections:** All robots should pass inspection after check-in. Refer to the map attached to locate the inspection tables. Inspections open at 8:00 AM and close at 9:00 AM. To avoid delays on the day of the competition, please pre-inspect your robots at your schools. Click here to the [Robot Inspection Checklist](#). Also, find a Scoring Reference Card in the information attached.
- **Charging Stations:** Please bring your chargers, batteries, charging cables, extension cords, and power strips to the competition. Room 210 will be the **charging station** for all competitors. (See information attached)
- **Practice Fields:** The charging station room 210 will accommodate practice fields. **Please respond to this email by Thurs. Jan. 18th if you are planning to bring your game field to the competition.** If you bring a practice field, it is expected you allow other teams to practice on the field with you.
- **Agenda:** We will be following our schedule as shown in the **attached information** to run a smooth competition. If for any reason you cannot arrive by 8:30 am, PLEASE call Mrs. Jessica Hernandez (786)239-6939 so we can plan around you.

- **Skills and Qualification Matches:** These events will take place simultaneously. Teams should manage their time accordingly if they are planning to compete in Robot Skills matches. Check envelope given at check-in for SKILLS CARD.
- **Food:** Please refer to the FBLA pre-order form attached. Please bring it with you and turn it in at check in. FBLA will also be selling snacks, coffee, and drinks during the event. We will greatly appreciate your support to our School Robotics Program by buying from our food stands.

THANK YOU ALL for your attention to these important details. If you have any questions or concerns, please do not hesitate to contact me.