



*Inspiring students  
in science,  
technology,  
engineering and  
mathematics using  
real robots without  
remotes.*

## Robofest 2006 Regional & International Competition Site Host Organizer Information

Robofest is an annual computerized autonomous robotics contest for 5<sup>th</sup> – 12 grade students. Robofest provides an environment for students to design, construct and program their robots while learning problem-solving techniques, mathematics, logic, creativity, physics, electronics, mechanics, teamwork, computers and computer programming. Students may participate in two playful ways: competition or exhibition.

In order to reach more students who would like to learn about science, technology, engineering, and mathematics (STEM) through playful autonomous robotics, Lawrence Technological University (LTU) is looking for additional Regional & International Site Hosts for Robofest 2006. Being a site provides great visibility for your organization. It is an opportunity for you to showcase your facility, staff, and students.

As a Robofest 2006 Regional or International Site Host & Organizer,  
LTU will provide your organization with the following  
materials and services at no charge:

- Promotion of your organization as an Official Site Host of Robofest 2006
- Team registration on the Robofest website and team assignment to each site.
- Your site information will be posted at [www.robofest.net](http://www.robofest.net). You may have logos and links of your organization(s) as well as your own sponsors.
- Administrator account to help recruit and manage site volunteers, and update team information.
- Judge training at Lawrence Tech. (Video conferencing, streaming video, videotapes, DVD, and/or web animation to train judges/referees may also be provided.)
- Check list and floor plan to help you setup your site.
- For the opening ceremony, LTU will send a representative when possible, to present and award of appreciation to the host and the organizer.
- Official Robofest banner (Must be returned to LTU after the event)
- Some general signs such as yard signs for direction (Must be returned to LTU after the event)
- Official posters recognizing your organization as an official Site Host & Organizer
- Official Playing Field Materials, or reimbursement of the expenses to purchase.
- Team signs for team tables
- Forms to record scores for referees and judges and MS Excel files to record scores
- Winner Trophies (for 25% of the teams; Performance Awards and Judge's Award.)
- Judge T-shirts and Volunteer T-shirts, small gifts for site volunteers
- Framed certificates for every registered participant
- Medals for all students and coaches
- Name badges for all registered students, coaches, and volunteers

As a Site Host, you and your organization would agree to the following requirements:

- Each site must prepare an on-site program that recognizes LTU as the overall Robofest organizer and sponsor of the Robofest 2006 Contest.
- Each site must observe all contest rules as an organizer in order to guarantee the quality of the Robofest 2006 contest for educating future scientists and engineers.
- Each site must provide a safe and secure environment and adequate space for the on-site Competition and Exhibition to take place.
- Each site must provide judges and volunteers to help run the on-site event. Volunteer Responsibilities would include checking in teams, directing teams to their tables, answering questions, tabulating judging results, presenting winners, etc.
- For the opening ceremony, Hosting Site will provide representatives to receive award of appreciation as the host and organizer.
- After the event, the host organizer must provide Robofest headquarters a report with all of the winners, including those who advance to May World Robofest Championships. The number of qualified teams to advance will be decided by Robofest headquarters and it will be provided to hosts in advance of their competition date.

#### Regional & International Site Host Letter of Agreement:

If you are a new site host, upon receipt of your Site Hosting information, LTU Robofest officials will contact you to make a site visit, where possible. LTU will also discuss with you further details about regional site hosting. After site approval, an official letter of agreement will be drawn up by LTU and signed between both LTU and the regional or international hosting site. LTU will make an official announcement of your site hosting after the signing of the letter of agreement. A sample letter of agreement can be sent to you for review upon request. Robofest would like to have all hosts in place by October 28, 2005.

#### If you would like to be a Contest Site Host & Organizer:

Please send us the attached Site Host Organization Information Form complete with hosting & organization information. This form is needed by October 28, 2005. If you have questions regarding Robofest or hosting, please contact Lori Birman at LTU:

Lori J. Birman, Robotics Program Coordinator, Math and Computer Science Department, Lawrence Technological University, 21000 W. Ten Mile, Southfield, MI 48075, lbirman@ltu.edu, www.robofest.net, www.ltu.edu, PH: (248) 204-3566 Fax: (248) 204-3518

