Robofest® 2021 Site Host Letter of Agreement (LOA)

U.S.A. ONLINE COMPETITIONS

Lawrence Technological University, 21000 W. Ten Mile Road, Southfield, Michigan 48075-1058, USA, (hereinafter referred to as **LTU**) and **Site Host Organizer:**

(your name), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(your organization name), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(organization address), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(hereinafter referred to as **“SH”**) agree upon hosting LTU Robofest Qualifying Competition on

(MM/DD/YYYY) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the (Online Platform),\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the following provisos:

***The following two sections to be initialed by LTU Robofest Director, hereinafter referred to as “RD”***

**LTU shall provide the following services free of charge:**

* Official posters with your organization’s name. \_\_\_\_\_\_\_\_ (RD initials)
* Logos for publications, web links and other information about your site, your organization, and your local sponsors posted at [www.robofest.net](http://www.robofest.net). \_\_\_\_\_\_\_\_\_ (RD initials)
* Coach, team and volunteer registration on the Robofest web site allowing Site Host access. \_\_\_\_\_\_\_\_ (RD initials)
* Administrator account to help recruit and manage Site volunteers, and access team & volunteer information. \_\_\_\_\_\_\_\_ (RD initials)
* Site flyer template to introduce Robofest and help recruit teams. \_\_\_\_\_\_\_\_ (RD initials)
* Online curricula, slides, and streaming videos to train students & volunteers/judges. \_\_\_\_\_\_\_\_ (RD initials)
* Procedures document to help plan, manage and set up your competition. \_\_\_\_\_\_\_\_ (RD initials)

**LTU shall provide the following items free of charge, if at least 5 teams complete registration and pay registration fees for each Category/Age Division** **(Game, Exhibition, BottleSumo Time Trial, RoboArts, or RoboMed):**

* Template file for program for your competition event. \_\_\_\_\_\_\_\_ (RD initials)
* Electronic forms for judges and overall competition scoring. \_\_\_\_\_\_\_\_ (RD initials)
* Official Robofest Digital banner for virtual background. \_\_\_\_\_\_\_\_ (RD initials)
* A plaque of appreciation from LTU for a Site Host organizer and/or venue. \_\_\_\_\_\_\_\_\_ (RD initials)
* Recognition of your Site in the official Robofest video. \_\_\_\_\_\_\_\_\_ (RD initials)

**LTU shall offer the following items for coaches to purchase after the event:**

* Personalized certificates for every student and coach registered in the Robofest registration system.
* Participation medals for all registered students.
* Winner trophies for 20% of the teams for each age Division.

***The following items to be initialed by Site Host Organizer:***

**Site Host Organizer shall:**

* Observe the competition rules and any rule updates posted on the website. \_\_\_\_\_\_\_\_ (SH initials)
* Provide an online platform (eg: Zoom, Microsoft Teams) and forward the link to participants and Robofest Office. \_\_\_\_\_\_\_\_ (SH initials)
* Ensure that all information pertaining to your event at Robofest.net is correct. \_\_\_\_\_\_\_ (SH initials)
* Read all emails from Robofest and pertinent information on Robofest.net. \_\_\_\_\_\_\_\_ (SH initials)
* Attend Robofest Kick-off and Online Judges’ Training, (live or recorded). \_\_\_\_\_\_\_\_ (SH initials)
* Check status of event enrollment. Each competition category age division must have at least five (5) teams officially registered and fees paid. If unable to recruit the minimum required, contact Robofest as early as possible. The category/age division may be canceled. \_\_\_\_\_\_\_\_ (SH initials)
* Host **Informational meetings (online)** for returning and prospective coaches and teams. \_\_\_\_\_\_\_\_ (SH initials)
* Host a **Judges’ Training** **meeting (online)** to instruct judges on judging guidelines for competition; Coaches and Teams are to be invited to attend as well. \_\_\_\_\_\_\_\_ (SH initials)
* Work with Teams to recruit Location Judges for Game Style events. \_\_\_\_\_\_\_\_ (SH initials)
* Recruit Online Production Volunteers for all events: Volunteer responsibilities include: checking in teams, proctoring, time keeping, competition judging, tabulating judging results, etc. \_\_\_\_\_\_\_\_ (SH initials)
* Ensure that all volunteers have registered on Robofest.net or through another advised location (Google Forms). \_\_\_\_\_\_\_\_ (SH initials)
* Prepare Press Release and contact media, if desired. \_\_\_\_\_\_\_\_ (SH initials)
* Send emails to all coaches and volunteers to remind them of event details. \_\_\_\_\_\_\_\_ (SH initials)
* Prepare digital programs using template file provided by LTU Robofest Coordinator and send the final version to Robofest coordinator. \_\_\_\_\_\_\_\_ (SH initials)
* Within one week after the event, provide Robofest Coordinator with the electronic score sheets, a report indicating all place-award winners, including those who advance to the next level. \_\_\_\_\_\_\_\_ (SH initials)
* After the event, send Robofest coordinator a participant group picture with the Robofest Logo. \_\_\_\_\_\_\_\_ (SH initials)
* Not use personal information for any other purpose than Robofest Management and agree to comply with the Robofest Privacy Policy found on robofest.net. \_\_\_\_\_\_\_\_ (SH initials)

Any promotional materials such as printed program flyers, websites or brochures produced by the Site Host Organizer must give credit to the University by stating, “Robofest® is a program of Lawrence Technological University, Southfield, MI, USA.”

Robofest reserves the right to select Site Hosts at its own discretion based on multiple factors including volume of potential participants, geographic location, preparation and historic and predicted success.

Both LTU and Site Host Organizer shall work together to publicize events, and maintain and improve the quality of Robofest programs.

Any details or issues not specified in this agreement will be developed, clarified, and/or resolved by the two parties with the spirit of reciprocity and cooperation for mutual benefit.

This agreement will be effective when both parties sign. Major amendment or termination of this agreement requires an official letter (or email) to the other party prior to the scheduled competition date.

X Date:

Site Host Organizer Name:

Title:

Address:

Phone: Cell Phone (optional):

Email:

X Date:

Dr. Christopher Cartwright

Associate Professor of Math; Director of Robofest

Department of Math and Computer Science, College of Arts and Sciences

Lawrence Technological University

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Your assigned Site ID on the registration system is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_