



LAWRENCE TECHNOLOGICAL UNIVERSITY
ROBOFEST

**A Competition
Motivating
Young Minds to
Master the Machine**

ROBOFEST 2023-2024 International Site Host Organizer Information

Robofest, hosted by Lawrence Technological University (LTU) in Southfield, MI, is an annual worldwide autonomous robotics competition for 4th – 12th grade students. Robofest provides an environment for students to design, construct and program autonomous robots while learning science, technology, engineering, arts, and mathematics (STEAM), computer science, AI, and problem-solving skills.

In order to make this engaging learning opportunity available to students, Robofest relies on volunteer Site Hosts to manage official Robofest local qualifying competitions. Being a Site Host provides great visibility for your school or organization. It is an opportunity for you to showcase your current students, staff and facility to prospective students and their parents, major media outlets, and the community at large. If you are a Community Group or Business, you can coordinate events to provide your staff with opportunities for STEAM Outreach in your local area. Robofest local qualifying competitions can be half-day (4 hour) events, since the Robofest philosophy is to keep them simple, but focused.

LTU provides approved Site Hosts with the following, free of charge:

- 1. Promotion of your organization as an Official Site Host for Robofest**
 - Official posters with your organization's name recognized as an Official Site Host & Organizer
 - Logos, web links and other information about your site, your organization, and your local sponsors posted at www.robofest.net
 - Site flyer template to introduce Robofest and help recruit teams
 - Recognition of your site in the Official Robofest Season Video
 - A plaque of appreciation from LTU for Site Host Organizer and/or venue
- 2. Information management (Optional*)**
 - Team and volunteer registration on the Robofest website allowing Site Host access
 - Admin account to manage event volunteers, and access team & volunteer information
- 3. Competition preparation (Optional*)**
 - Provision of game-specific official playing field materials for your site
 - Detailed Procedures Document to help you plan, manage, and set up your competition
 - Online Curricula, PowerPoint files, and streaming videos to train coaches, students, and judges
 - Hard copies or electronic forms for judges and overall competition scoring
- 4. Event support (Optional*)**
 - Official Robofest banner, directional yard signs, and team table signs
 - Name badges for all registered students, coaches, and event volunteers
 - Template file for printed program for your competition event
 - Judge and volunteer apparel or small gifts *for registered Site Event Volunteers*

5. Participant recognition at your site (Optional*)

- Personalized certificates AND/OR participation medals for every student registered in the Robofest registration system
- Personalized certificates for every Coach and Assistant Coach registered in the system
- **NOTE:** Site Host must purchase all awarded trophies locally and will receive reimbursement of UP TO \$10 per team of collected registration fees to assist with cost. The maximum number of trophies eligible for reimbursement is 20% of teams per division.

*International Site Hosts have the option to use their own registration system and collect their own site fees. More information can be found on the file: "Robofest International Site Host Registration and Fee Options– 2023-2024."

Site Host Application Process:

1. All international organizations/sites desiring to host a Robofest competition can submit a **New Site Application** on the robofest.net website OR complete a hard copy **Robofest International Site Host Organizer Application Form** and forward it (PDF or Word Document) to Robofest via email to spalonis@ltu.edu
2. After receiving your application, a LTU Robofest official may contact you to discuss further details involved with site hosting.
3. Robofest office will evaluate the application. 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.
4. **Once the Site has been approved, an official Letter of Agreement (LOA) will be completed and signed by LTU Robofest Director and will be emailed to you. The LOA specifies requirements for both LTU Robofest and the Site Host, based on the option selected for registration and fee options.**
5. **Upon receipt, the Site Host will complete their section of the LOA and return it to the Robofest office.**
6. Robofest will make an official announcement of your site and will include your event in all official correspondence.

If you have questions regarding Robofest or hosting, please review "FAQ about International Robofest Site Hosting" or contact:

Shannan Palonis
LTU Robofest Coordinator
spalonis@ltu.edu robofest@ltu.edu

PH: (248) 204-3568

www.robofest.net

facebook.com/robofest

www.LTU.edu

**Robofest Headquarters, J233
Lawrence Technological University,
21000 W. Ten Mile Rd.
Southfield, MI 48075, U.S.A.**



FAQ about International ROBOFEST Site Hosting

What is the cost to host a Robofest Qualifying Competition? – If you select the Registration Management System Option and LTU collects the registration fees (Option 1), LTU Robofest provides most of the items you need to host a Robofest competition at no cost to the Site Host. We will send medals, certificates, signs, name tags, and game-specific playing field materials. For your *registered* Site Event Volunteers (not team volunteers), we will send volunteer apparel or small gifts. **There will be some minimal expense to the Site Host such as the cost to purchase trophies (partially reimbursable), or rent tables and chairs, purchase paper for programs or office supplies.**

Is there any revenue received as a Site Host? – For Registration Fee Option 1, a Site Host may charge an optional Site Check-In Fee of up to USD \$20 per team at check-in. For Options 2 and 3, a Site Host can set the cost of registration to cover all costs and desired revenue.

We encourage Site Hosts to seek out local sponsors to help with expenses associated with hosting a competition site. It is encouraged to place local sponsor logos on your printed program. You may have a concession stand to sell food and beverages. You may also have the opportunity to sell Robofest promotional items such as T-shirts, gifts, etc.

Can we host other Robofest Open Categories such as BottleSumo, RoboMed, RoboArts, RoboParade, or Unknown Mission Challenge? – Yes. International teams may advance to the World Championship events on May 9~11, 2024 at Lawrence Technological University in Southfield, MI. The schedule of events can be found on the World Championship page at www.robofest.net. **The number of teams allowed to advance from all divisions will be determined prior to your competition date.**

What type of facility do I need for a site? – A gym or a large multipurpose room such as a cafeteria or banquet room, if it has consistent lighting. (Rooms with large skylights or uncovered windows are **not** recommended as the direct sunlight can adversely affect robot sensors.) Gyms work the best because you can utilize the in-house sound system, bleachers, and scoreboard for timing the games. The number of teams competing at your site will be limited based on your facility size. The facility must be large enough to accommodate:

- **Check-in Area** – Desk or table to check in coaches and volunteers, organize and distribute name badges, collect documents and site check-in fees (if charged)
- **Competition Arena** (Game, BottleSumo, RoboParade or UMC categories) - Official playing fields and practice playing fields
- **Secure Pit Area** (Game, BottleSumo, RoboParade or UMC categories) – Work table with chairs and power for each team – Limit access to students only. We suggest 6~8 foot tables, or round banquet tables
- **Exhibition area** - (Exhibition or RoboMed category) One 6~8 foot table per team with additional floor space for team exhibits and judge/spectator access
- **Audience seating** - Chairs or bleachers with a stage or central area for opening and award ceremony

When should the Robofest Qualifying Competition be scheduled? – Plan for small (up to 30 teams in 1 or 2 divisions) competitions to run 4~5 hours and larger competitions a full day. We suggest all international competitions take place between early November and early March to accommodate visa requirements for advancing teams to travel to the US for the World Robofest Championships, to be held in at Lawrence Technological University in Southfield, MI on May 9~11, 2024.

Who will compete at our Competition Site? – To be a Site Host for an official Robofest competition, you must have a minimum of 5 teams for each competition category age division registered at your site. You can select the maximum number of teams, number of age divisions, and categories that you would like to host. We will work with you to identify the right number of teams for your location. If you choose to use the Robofest Registration Management System (RMS), teams select your Qualifying Site when they register on-line on the Robofest website. Robofest will work to promote your site location. You will receive a login name and password that will give you access to the team registration information for your site. You will have the ability to send email messages to registered coaches at your Qualifying Site.

Can I host more than one Category and Age Division at my site? – You can select the maximum number of teams, number of age divisions, and categories that you would like to host. **For first-time Site Hosts, we recommend selecting only one category and age division.** For returning Site Hosts, we recommend selecting only 1 ~ 2 categories/age divisions in order to complete the entire event in four hours. We will work with you to identify the right number of teams for your location.

How many Site Event Volunteers do I need for my Site? – Your Site has a minimum of 4 “Executive” volunteers (Site Host, Registration, Master of Ceremonies and Chief Judge) PLUS the amount required to manage each category and age division. Robofest will work with you to identify how many Site Event Volunteers you need for your site to run smoothly. Robofest has an online volunteer registration system (if you choose this option) that will identify the number of volunteers needed at your site, based on the number of teams and categories/age divisions. The online registration system will also provide a job description for each volunteer. As the Site Host, you will receive administrator privileges to access volunteer information and send emails to all registered Volunteers.

How do I train Robofest Judges? – Robofest offers Game Judges training through live online meetings, webinars, or streaming videos. Robofest also holds a Warmup Game competition, usually in February, for Judges who can travel to LTU to judge practice rounds. **We encourage each International Site Host to hold similar Warmup events.**

Do I need to prepare a printed program for my Site? – We ask Site Hosts to print a program for the day of the competition. This program identifies Robofest sponsors, your site sponsors, and the teams participating at your site. We will supply a template file with Robofest sponsor logos and the team information (if you choose this option).