



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

ROBOFEST 2024 U.S. Site Host Organizer Information and FAQ

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

In order to make this engaging learning opportunity available to more students, Robofest relies on local Site Hosts to manage official Robofest local qualifying competitions. Site Hosts can also choose to host Open Category events. Being a Site Host provides great visibility for your organization. For schools, this 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 Qualifying competitions are usually only half-day (4 hour) events, since the Robofest philosophy is to keep them simple, but focused.

LTU Robofest provides approved U.S. 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 in your area
- Recognition of your site in the Official Robofest Video
- A plaque of appreciation from Robofest for the Site Host Organizer and/or venue

2. Information management

- Team and volunteer registration on the Robofest website allowing Site Host access
- Admin account to help recruit and manage event site volunteers, and access team & volunteer information

3. Competition preparation

- 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, in addition to live training online or on the LTU campus
- Hard copies or electronic forms for judges and overall competition scoring

4. Event support

- Official Robofest banner, directional yard signs, and team table signs
- Name badges for all registered students, coaches, and 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

- 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
- Winner trophies for 20% of the teams for each Category and Age Division registered at your site

Site Host Application Process:

1. All organizations/sites desiring to host a Robofest competition can complete a hard copy **Robofest 2024 US Site Host Application Form** and forward it (PDF or Word Document) to Robofest via email (spalonis@ltu.edu).
2. After receiving your application, a LTU Robofest official may contact you to discuss further details involved with site hosting.
3. The 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, a **Letter of Agreement** (LOA) will be completed and signed by LTU Robofest Director and a PDF will be emailed to the Site Host. The LOA specifies requirements for both LTU Robofest and the Site Host.
5. The Site Host Organizer must review, initial, and sign the LOA and send a copy to Robofest via email.
6. Robofest will create an Event Page in the Robofest event system, will make an official announcement of your site, and set up the team and volunteer registration system.

If you have questions regarding Robofest or hosting, please review “FAQ About Hosting a Robofest Qualifying Site” or contact:

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FAQ About Hosting a USA ROBOFEST Qualifying Site

What is the cost to host a Robofest Qualifying Competition? – LTU Robofest provides most of the items you need to host a Robofest competition. We will send trophies, medals, certificates, signs, nametags, and game-specific playing field materials. For your *registered* Site Event Volunteers (not team volunteers), we will send volunteer apparel and/or small gifts. There may be some additional expenses to the Site Host such as the cost to rent space, purchase or rent tables and chairs, paper for programs or office supplies.

Is there any revenue received as a Site Host? – You have the option to charge a team check-in fee (recommended up to \$20 per registered team) at check-in. We also encourage you to seek out your own local sponsors to help with any 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.

Do all winners from my site advance to the Robofest World Championship? – Only teams from Game and Exhibition categories advance to the World Championship Finals on May 11, 2024 at Lawrence Technological University. Open Category teams (BottleSumo, RoboParade, or Unknown Mission Challenge) do not advance, but any team can register again for the open category events held during the 3-day Robofest World Championship event on May 9-11, 2024.

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 at the entrance to check in coaches and volunteers, organize and distribute name badges, collect documents and site check-in fees (if charged)
- **Competition Area** (Game, BottleSumo, RoboParade) – Official playing fields and practice playing fields
- **Secure Pit Area** (Game, BottleSumo, RoboParade) – Work table with chairs and power for each team – Limit access to students only. We suggest 6~8-foot or round banquet tables
- **Exhibition Area** (Exhibition 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 Competition be scheduled? – For the 2024 season, United States Game and Exhibition Qualifying competitions must take place between February 24, and April 14. Plan for your competition to run 4~5 hours. Suggested times are Friday evening 5:00 pm~9:00 pm, Saturday morning 9:00 am~1:00 pm, Saturday afternoon, or Sunday afternoon.

Who will compete at my Competition Site? – To host an official Robofest Qualifying Competition, you must have a minimum of 5 teams for a competition category/age division registered at your site. Robofest Teams select their own Qualifying Site location when they register in the Robofest registration website. Robofest will work with you 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 coaches pertinent to 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 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 in the registration system and send emails to all registered volunteers.

How do I train Robofest Judges? – Robofest offers Judge training through live online meetings, webinars, or streaming videos. Robofest will also be holding a Warmup competition on February 10, 2024, for Game Judges who can travel to LTU to judge practice rounds. **We encourage each Site Host outside Michigan to hold a judge training event before their competition day.**

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 own site sponsors, the schedule, and the teams participating at your site. We will supply a template file with Robofest sponsor logos, a proposed schedule and the team information.

Do I need a DJ for my Site? – An in-house sound system works best , we do not recommend the use of a DJ. We have found that music can be distracting to teams while they are programming and solving problems. Your site should have a Master of Ceremonies (Emcee) with some knowledge of the Robofest program who presides over the event and makes the major announcements to teams and the audience.