



On Target at Global Finals 2019

Congratulations to you and your team on your accomplishments this year. We look forward to meeting and working with you at Global Finals 2019! It has been our honor and privilege to serve as your International Challenge Masters for the Technical Challenge, On Target. Our goal is to assist your team in having a great experience in Kansas City. To help you prepare for your experience, we'd like to share some information about the Presentation Sites and Prop Storage. **There is a LOT of information in this letter, so please read it carefully.**

Please keep checking the Global Finals website for any updates: <http://www.globalfinals.org>

**Note that due to street closures during the event, GPS will not give accurate driving directions. Please use Destination Imagination maps (<https://www.globalfinals.org/getting-around/>) to navigate to event entrances.

Elementary Level Site, KCCC 2104A/B – Head Appraiser: Linda Landin (Texas)

Middle Level Site, KCCC 2103A – Head Appraiser: Gemma Smith (Minnesota)

Secondary/University Level Site, KCCC 2103B – Head Appraiser: Christopher Dickinson (Maryland)

Team Manager Meeting

We look forward to seeing you at the **Team Manager Meeting on Tuesday, May 21st from 7:00 p.m. to 9:00 p.m. in the Kansas City Convention Center (KCCC)**. There will be a general presentation in **KCCC Ballroom 2501B** and then a breakout session in **KCCC 2504A, which is just around the corner from the ballroom**. During this breakout meeting, we will review the Challenge and the layout of the Presentation Sites. You will also have an opportunity to ask questions, meet us (your International Challenge Masters), and meet your terrific Head Appraisers. If you or your team has any questions or concerns, please let us know at the Team Manager Meeting or find your Head Appraiser or one of us at the On Target Presentation Site. We are here to help make this a positive and fun experience for you and your team.

The Global Finals tournament begins **Wednesday, May 22nd at 8:00 a.m.** and concludes **Saturday, May 25th at noon**. The Closing Celebration will begin at **4:00 p.m. on Saturday at the Sprint Center**.

Watching Team Presentations

While there are so many fun activities happening at Global Finals, one of the most exciting events is the tournament itself! We encourage your team to watch as many Presentations as possible throughout the week. Watching other teams in the same Challenge helps to extend your team members' learning past their own solution, and watching teams in other Challenges can open their eyes to new and exciting ideas.

At registration, your team will receive several "Buddy Up" cards. We encourage your team to fill out these cards and exchange them with other teams you meet during the event. It's a great way for your team members to advertise their own solution, make new friends, and support other teams as they present!

Behavior at the Event

Please take a few moments before your arrival to talk with your team about appropriate behavior during the event. Keep in mind, there will be people from all over the world in attendance, with many different backgrounds and cultures. To ensure an amazing experience for all participants, please remind your team to be respectful of others at all times.

Before the Presentation

Prop Storage

Prop Storage for Global Finals 2019 is new and improved! For all Challenges and competition levels, Prop Storage will be located in Bartle Hall on the 3rd floor of the KCCC. Each team will have a designated Prop Storage booth, organized by Challenge, for the entirety of the event. Booths for teams in the Technical Challenge will be located in or near Exhibit Hall A. You will be notified of your specific booth number after May 5. Each booth will be an 8ft x 8ft (2.44m x 2.44m) space and will be identified with your booth number, Team Number, and Team Challenge time. We encourage your team to use this space as a place to display and work on props, meet as a team, or just hang out during the event!

“Garage” spaces will be located throughout Prop Storage and will be available for teams to work on elements of their Team Challenge solutions. Tables and electrical outlets will be available in these spaces. Your team should plan to bring any tools you need to work on your props. (See **Global Finals-Specific Restrictions** later in this letter for more information.) If you find that you are missing something, teams are usually happy to share tools or supplies, but please do not borrow equipment from other teams without their permission. Your team should plan to limit your time in the garage to about 20 minutes each time you visit to make sure other teams are able to use this shared space as well.

Please note that no one will be permitted in Prop Storage without credentials, which must be received by the Team Manager at Municipal Arena.

Keep in mind that you should always have your props in your possession or **inside** your Prop Storage booth. Unattended items left outside the Prop Storage booth (for example, in the garages, hallways, or other areas of the convention center) might be considered abandoned and mistakenly disposed of by tournament staff and officials. Props **must not** be stored in the aisles between Prop Storage booths.

We want to maintain a safe atmosphere for participants, teams’ props, and the building, so please ensure that your participants refrain from running, throwing, or roughhousing in Prop Storage.

Prop Storage will be open to teams during the following hours:

- Tuesday: 2:00 p.m. – 10:00 p.m.
- Wednesday: 6:30 a.m. – 10:00 p.m.
- Thursday: 6:30 a.m. – 10:00 p.m.
- Friday: 6:30 a.m. – 10:00 p.m.
- Saturday: 6:30 a.m. – 3:00 p.m.

You **MUST** remove all team gear and props from the Prop Storage Area before 3:00 p.m. on Saturday. Any remaining items will be disposed of after that time.

Be sure to visit <https://www.globalfinals.org/prop-info/> for important information on shipping and driving props to the KCCC.

Practicing

Your team may choose to practice your Challenge solution in your Prop Storage booth (as long as you do not take up more than your allotted space), the hotels, outside, or at some other location. There will

be designated **Flight Test Zones** for team Aircraft. However, the remainder of Prop Storage and other areas listed later in this letter will be a **No Fly Zone**. Teams will **NOT** be allowed to practice at the actual Presentation Site. We want to make sure that we provide a level playing field and a safe environment for all teams, and that we protect the Presentation Sites and equipment.

Interference

Remember that rules of Interference for Team Challenges still apply! (See Rules of the Road, pages 13-16.) Appraisers and other tournament officials can and will deduct points for Interference in order to keep a level playing field for all teams.

Remember that **only team members** may:

- Re-assemble or repair equipment or props.
- Fix hair, costumes, or make-up.
- Make suggestions about ANY part of the team's solution, including the Presentation or how to move props into the Presentation Area.

Parents, supporters, and Team Managers may assist the team with physically carrying props and equipment from Prop Storage to the Pre-Prep Area and Prep Area, and from the Prep Area to the Launch Area. They **must not** help move props from the Launch Area into the Presentation Area after time begins.

Tournament Data Form

Please note that your team must bring 6 completed copies of the Tournament Data Form pages 1 and 2 with you to the Prep Area on the day of your Presentation. You will also need to bring 1 completed copy of page 3 of the Tournament Data Form, 1 completed copy of the Declaration of Independence, and 1 completed copy of the Expense Report.

Keep it brief! This form is meant to help the Appraisers quickly learn what they need to watch for in your Presentation. The details can be explained after the Presentation, while the team talks to the Appraisers. They are really interested and want to know about your team's solution, but the tournament schedule doesn't allow time to read long descriptions on the Tournament Data Form.

Be sure to review all entries on your team's Expense Report for accuracy. The Appraisal Teams will be reviewing all Expense Reports closely to ensure a level playing field. It is a good idea to bring any receipts with you in case of questions.

Sometimes teams entering the Prep Area are missing some of the required paperwork. **Please check your paperwork before coming to the site.** If you need extra forms, please visit the Checker Table located in Bartle Hall (Prop Storage).

Getting to the Presentation Site

The tournament schedule will be very tight this year. Please make sure that all team members and props are in your Prop Storage booth **60-90 minutes** before your Presentation time. If your team is carrying props directly from a vehicle to the Presentation Site, please ensure that your team is in the Pre-Prep Area 40 minutes before your Presentation time. (See below for more information on the Pre-Prep Area.)

Approximately 1 hour before your Presentation time, a Prop Storage Official will go to your booth and ask you to begin moving everything you need to the Technical Challenge elevator and escalators. You should use the escalators located in Exhibit Hall A. The elevator for the Technical Challenge is also in Exhibit Hall A, close to the escalator on the east side of the building.

Approximately 40 minutes before your Presentation, you should begin moving all props down the escalators and elevators and into the Pre-Prep Area. (The Pre-Prep Area will be clearly marked for your Challenge and level and will be close to your Presentation Site. This is a place where your team can place your props while you are moving them from the Exhibit Hall to the 2nd floor.) The Pre-Prep Area Appraiser will check to make sure all of your team's required forms are complete. **Please note that it may not be possible for your team to use the elevator outside of your designated move time.**

Approximately 20 minutes before your Presentation, your team will move from the Pre-Prep Area to the Prep Area to complete the check in process.

Escalators and elevators will have personnel monitoring them at all times. Smaller items may be transported using the escalators if there are no safety issues. Your team should make every attempt to pack props safely so that as many items as possible can be transported down the escalators, since other teams will also be needing to use the elevators during this time. Larger/unsafe props will be directed to the Technical Challenge elevator. Your team should be prepared to fit your props into an elevator that measures 83in x 60in, with a height of 90in (2.1m x 1.5m, with a height of 2.3m).

Keep in mind that while there may be carts or dollies available to help your team move from your vehicle to your Prop Storage booth (if you are driving props), **there will NOT be carts or dollies available to help your team move from your Prop Storage booth to and from your Presentation Site.** If your team needs a cart or dolly to move props to and from the Presentation Site, you should plan to bring it with you to the event.

Presentation Sites

- All Technical Challenge Presentation Sites will be on the second floor of the Kansas City Convention Center.
- As per rule IX.D.1 on page 31 of Rules of the Road, all props should fit through a standard door, measuring 30in x 76in (0.76m x 1.93m). There will be a doorway into the Presentation Site.
- The Presentation Area is a dance floor that measures approximately 28ft x 28ft (8.53m x 8.53m). There are no restrictions on the area team members may use to present. There is a slight height difference between the floor and dance floor surfaces (approx. 2-3in or 5-8cm), but there is an inclined lip to allow the team to move items onto and off the Presentation Area. There will be slight seams between the pieces of dance floor. Teams should not expect perfectly flat and smooth floors at the Presentation Sites.
- The Launch Area will be located on one side of the dance floor. It will be marked with tape.
- The Presentation Areas have high ceilings.
- As noted in the Challenge, a single 3-prong electrical outlet will be provided at the edge of the Presentation Area for your team's use. This outlet will be at the end of an extension cord, which the team may move, as long as the extension cord does not come unplugged.
- While the Presentation Sites are separated by walls, some noise from other nearby sites may be heard. Team members should be prepared to speak loudly in order for the Appraisers and audience to hear them.
- The Appraisers will move around the Presentation Area so they can see and hear the teams.
- The lights in the Presentation Sites cannot be turned off. A Destination Imagination camera crew may set up extra lights at the site. If this is the case, the extra lights will be turned on for all teams.
- Teams will not have much additional time in the Launch Area to assemble or organize props.
- Microphones will **not** be provided for any team.
- The Takeoff Zones and Payload Drop Zones will be taped according to the diagrams in the Challenge and will NOT be taped in a mirror image. Your team should be prepared for a Launch Area that is located on any side of the Presentation Area.

After the Presentation

Due to the number of teams and time constraints, staged pictures cannot be taken of the team in the Presentation Area. At the conclusion of your team's Presentation, the team will take a bow and the Appraisal Team will talk to the team members for a few minutes. The Team Manager, parents, and supporters should remain with the audience until the Timekeeper/Announcer invites them to assist the team with clean up and removal of the team's Challenge solution. At that time, the team and its supporters will bring all props back to Prop Storage on the 3rd floor, using the same elevators and escalators as before. Your team is encouraged to bring your props back to your booth to continue to display them for the rest of the event.

On Friday and Saturday, there will be a Rock the Dock party with a live DJ to help your team celebrate all of your accomplishments and to bid a final, bittersweet farewell to all the fabulous creations you do not wish to bring home. This is a great photo opportunity, so have your cameras ready! Due to safety concerns, an adult must accompany all teams to the dumpster area. Teams will not be allowed to climb into the dumpsters.

Destination Imagination has partnered with Bridging the Gap to give your team some guidance on ways to recycle and reuse your props and other items used in your Presentation. Before disposing of your props, please make sure to visit <http://www.globalfinals.org> for more information on how to prepare materials for recycling and reuse. There will also be volunteers from Bridging the Gap in the dumpster area to help your team with sorting and disposing of your props. With your help, we can greatly reduce the amount of waste generated by this event and reduce our impact on the environment!

If your team will be driving props home, be sure to keep the car placard received at registration. This placard will be required to drive up to the docks throughout the event. Vehicles that are picking up team props after the Presentation must meet the team at the **South Dock**.

If your team is planning to ship props home, please make sure to visit the Viper service desk in Prop Storage, near the West Dock in Exhibit Hall D, for more information.

Before you leave, be sure to double check Prop Storage and the Presentation Site to ensure your team has cleaned up and removed all of your items, tools, repair kits, etc.

General Safety at the Team Challenge Presentation Site

Destination Imagination is committed to providing a safe environment for those presenting, appraising and watching at the Presentation Sites. To that end:

- Safety is a serious concern.
- Adults CAN stop teams from doing something they feel is unsafe.
- For safety concerns related to the Team Challenge solution, adults CANNOT fix the problem or tell the team how to make the solution safe.
- Prep Area Appraisers will make sure the team's equipment and other props do not pose a safety hazard to the team, Appraisers, audience, or Presentation Site.
- Appraisers will stop any portion of the team's Presentation they feel is unsafe or may cause damage to the Presentation Site. The team will not be given additional time if this happens.
- Any team using lubricants, water, or other liquids should be aware that deductions may apply if the team leaves any marks, damage, spills, stains, or slippery spots.

Global Finals-Specific Restrictions

The following materials are allowed to be used in Team Challenge solutions:

- Dry ice, as long as it is handled and disposed of properly.
- Helium balloons, as long as they are under the team's control at all times.
- Latex, except when prohibited by the Challenge.
- Glue, with the exception of spray adhesives, which are not allowed. Floor protection/coverings must be used when using glue in the Convention Center.
- X-acto knives, retractable blades, etc. Floor protection/coverings must be used when using X-acto knives, retractable blades, etc. in the Convention Center.
- Safe chemical reactions. If a team plans to use a chemical reaction in its Presentation, the team must provide SDS forms for the chemicals (including for household chemicals and ingredients). The team members must be able to explain how they will keep themselves, the Appraisers and the audience safe AND how they will clean up the Presentation Site if there are spills. All chemical reactions must be contained so that tournament floors remain clean and undamaged.

In the Convention Center, the team **MUST NOT**:

- Spray commercial spray paint, aerosol-propelled paint, or spray adhesive, due to harmful fumes and the potential drifting of the paint in the air (Rules of the Road, VII.H.6). In addition, the team must NOT use spray paint or spray adhesives on city streets/sidewalks.
- Apply or spread any small or fine-grained substances. This includes, but is not limited to, glitter, cat litter, sand and other materials specifically mentioned in Rules of the Road Section VII.H.7. **The team must ensure that any small or fine-grained substances used on elements of the solution are securely applied before entering the Convention Center.**

Prop Storage and Garage Restrictions

The following restrictions apply to Prop Storage and the Garages:

- All chemical reaction preparations and tests must take place within the Garages.
- Paint must only be applied in the Garages. No spray or aerosol paint is allowed.
- Battery-powered tools may be used in the team's Prop Storage booth. All other power tools must only be used in the Garages, which will have electrical outlets available for the team's use. Power saws of any type are not allowed in the Convention Center.
- Tests for Aircraft and other flying objects in and around the Convention Center are restricted to the 2 approved **Flight Test Zones** in Prop Storage.
- The following are **No Fly Zones**:
 - The Convention Center (The only exceptions are the 2 designated Flight Test Zones in Prop Storage and the Presentation Area during your team's Presentation.)
 - Barney Allis Plaza
 - 13th Street under the Convention Center, between Central and Broadway
 - The lawn outside the 2501 ballrooms
 - The Westin at Crown Center

Overlooked Requirements of the Challenge

After viewing a number of solutions to the Challenge at Regional and Affiliate Tournaments, we have found that some teams have overlooked some of the requirements in the Challenge. Please keep the following in mind:

- Parts can be attached to the Aircraft to assist with the Payload Drop, even if that part does not specifically help with Flight. Any part that is attached to the Aircraft that allows the Payload to drop would either need to be considered "Aircraft" or "Payload" and is subject to requirements as such. Teams should be specific on the Tournament Data Form, so Appraisers know how to score.

Published Clarifications

There was 1 Published Clarification for On Target this year:

In the Challenge, Section I.B.2 should read: "For this Challenge, a Payload is any single physical item that is loaded on and/or attached to the Aircraft and then carried in Flight. The Payload must not be designed to break apart. Your team may use a different item for each of the 5 Payload Drops."

We hope you have a wonderful tournament!

Kristen Niforos (Connecticut) & Jordan Cormier (Massachusetts)
International Challenge Masters
On Target