



Heads Up 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 Improvisational Challenge, Heads Up. 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 2215C – Head Appraiser: Lisa Phillips (California)

Middle Level Site, KCCC 2215A – Head Appraiser: Janice Friedman (New York)

Secondary/University Level Site, KCCC 2102A – Head Appraiser: Kaitlin Keddy (Massachusetts)

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 2505A, 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 Heads Up 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 Improvisational Challenge will be located in or near Exhibit Hall C. 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. **While Improvisational Challenge teams are not allowed to have props in the solution**, we encourage your team to use this space as a place to practice for your Presentation, meet as a team, or just hang out during the event! Feel free to bring items to decorate your booth or make it more comfortable!

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 items in your possession or **inside** your Prop Storage booth. Unattended items left outside the Prop Storage booth (for example, in hallways or other areas of the convention center) might be considered abandoned and mistakenly disposed of by tournament staff and officials. Items **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 items 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 items 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. 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 make suggestions about ANY part of the team's solution.

Tournament Data Form

Please note that your team must bring 6 completed copies of the Tournament Data Form page 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 and 1 completed copy of the Declaration of Independence.

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 the info booth in Bartle Hall (Prop Storage).

Figure Heads: Your team may use the same Figure Heads identified on your Tournament Data Form from your Regional/Affiliate Tournaments or you may change them before Global Finals.

Getting to the Presentation Site

The tournament schedule will be very tight this year. Please make sure to check the schedule closely for your Presentation time so that your team is ready to present on time.

Approximately 30 minutes before your Presentation, your team should meet in 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.) The Pre-Prep Area Appraiser will check to make sure all of your team's required forms are complete. **If you are moving to the Pre-Prep Area from Prop Storage, please use the escalators in Exhibit Hall B (EL and ML teams) or the escalators in Exhibit Hall A (SL teams), unless an elevator is necessary for mobility.** Teams in other Challenges will need to use the elevators to transport their props to and from their Presentation Sites.

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, including the selection of Improv Elements. If possible, try to visit your Presentation Site before you are scheduled to present to make sure you are familiar with the site layout on the day of your Presentation.

What the team MAY bring to the Prep Area:

- A clean copy of the Challenge
- 6 copies of the Tournament Data Form page 2, 1 copy of the Tournament Data Form page 3, and 1 copy of the Declaration of Independence
- Team Identification Sign
- Research notes
- Wristwatch(s) for timing (must be silent). No smartwatches/Fitbits will be allowed.

What the team MAY NOT bring to the Prep Area:

- Props and/or costumes
- Items specifically excluded in Rules of the Road
- Books
- Electronic devices
- Pre-written scripts or jokes
- Team-generated list of ideas for scenarios, characters, etc.

Presentation Sites

- All Improvisational Challenge Presentation Sites will be on the second floor of the Kansas City Convention Center.
- The Presentation Area will be carpeted. There are no restrictions on the area team members may use to present.
- The Launch Area will be marked with tape.

- 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.
- Microphones will **not** be provided for any team.

Preparation time: The audience should be quiet so teams may work without disruption.

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. Remember that the team is responsible for removing all of the team's possessions from the Presentation Site (Team Identification Sign, research notes).

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 farewell to any items in your booth you do not wish to bring home. 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 other items used in your booth. Before disposing of your items, 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 items. 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 items 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 items 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 to ensure your team has cleaned up and removed all of your items, tools, repair kits, etc.

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:

- I.E.3 states, "the team-selected Flip will be placed in a designated space in the Presentation Area. Any time after the Skit time begins, a team member will pick up the piece of paper. The team member should then read the Flip out loud. If the Flip is not read out loud at this time, it may not be read out loud later. However, your team may silently re-read the piece of paper at any time to make sure you understand the Flip."
- I.E.5 states, "After the team member has read the Flip, your team must switch from a verbal to a Nonverbal style for the rest of the Skit."
- I.E.6 states, "For this Challenge, Nonverbal means that no team member uses their voice to speak words in any language." Gestures and sounds that are not spoken words are acceptable as Nonverbal.

- IV.C.4 states, “Your team may choose to say, ‘TIME’ to indicate the end of the Skit, or you may indicate the end of the Skit nonverbally.”
- I.F.6 states, “Team members may wear wristwatches for time management. Smartwatches are not allowed. The wristwatches can be worn during the Skit but must not be incorporated into the solution in any way...No other timing devices will be allowed and the only ‘official time’ is that kept by the Timekeeper/Announcer. Since your team members are allowed to wear wristwatches, you may not ask the Appraisers how much time is left during your Preparation time or Skit time.”

We hope you have a wonderful tournament!

Luanne Andrews (Missouri) & Charles Doherty (Maryland)
International Challenge Masters
Heads Up