



*To: NM MESA Advisors*

*From: Anita Gonzales, NM MESA Program Coordinator*

*Re: NM MESA RoboRave Statewide Competition Registration Instructions*

*Date: March 8, 2010*

Hello, all RoboRave teachers. Please read below for detailed instructions and information about registering to attend the 2010 RoboRave Statewide Competition.

**TEAM BENEFITS (What NM MESA will pay for):**

- Transportation to (1) the State Competition (May 1, Albuquerque Convention Center). *NOTE: Teams may be asked to "car/bus-pool"*
- Lodging (as needed and approved) for distant schools traveling more than (2) hours to the State Competition. Lodging fees will be \$10/competing student, free for registered/official team advisors in a shared room, and (1) bus driver as applicable. Lodging is only provided for competing students, registered team advisors, and bus driver. All else will need approval. All lodging arrangements will be made at the MCM Elegante Hotel. Detailed information available on the event website.

**TEAM REQUIREMENTS (What each program needs to do to get benefits):**

- Complete the electronic registration as outlined below no later than April 1, 2010 at 6PM.
- All students that NM MESA will be paying for **MUST** be NM MESA students in good standing, be entered in the NM MESA database, and have all paperwork submitted.
- Each team must be registered on the RoboRave site and follow all future instructions given by RoboRave.
- Complete all requirements for participation in the competition.
- Team must have been registered with NM MESA as a participant in the RoboRave project since September of 2009.

**SAMPLE OF WHAT NM MESA DOES NOT PROVIDE:**

- Any additional stipend(s)
- Additional food costs or lodging fees. *NOTE: All meals are "on your own" except breakfast the morning of the competition if you are staying at the hotel.*
- Any registration fees above the \$50 stated amount (2 robots).
- Any other costs associated with attendance.

**REGISTRATION PROCESS:**

- On Line Registration will collect all team information, teacher information, student information, lodging information, and travel information (B-4) **FOR THE STATE COMPETITION**. So please have all information needed to complete registration including student names, transportation vendor information, etc.
- You will receive an email that will direct you to the RoboRave State Competition Event Website on **March 8<sup>th</sup>** when Registration will open. There will also be a link available on the NM MESA Website (Advisors, Events Section).
- Once registered you will receive a confirmation email and number which will allow you to modify or cancel your registration. Modifying includes adding/removing/changing students or advisors and any other changes to your registration. This email will also direct you to the event summary website which will contain all information needed for attendance including maps, agenda, lodging information, payment information, parking instructions, etc. **SAVE THIS EMAIL AND VISIT THE EVENT WEBSITE FOR IMPORTANT INFORMATION AND UPDATES!**

- Registration deadline is **April 1, at 6PM**. The system will close at this time and no late registrations will be accepted. If you do not register with NM MESA, you can still attend RoboRave, but we will not reimburse for any transportation costs, lodging costs, and we will not provide the \$50 registration stipend.
- All students that NM MESA pays for (transportation and lodging) MUST be NM MESA students. We will be checking eligibility and we will not provide anything for non-NM MESA students.
- If you are requesting lodging, all lodging payments need to be received no later than April 9<sup>th</sup>, 2010 to guarantee lodging request. There are no refunds for any cancellations.

#### **ROBORAVE ORGANIZATION REGISTRATION:**

- Note that you **ALSO** have to register with RoboRave for the competition itself. Our registration takes care of your logistics; their registration is your attendance.
- They have the same deadline as ours, but for requirements you need to go to their website ([www.roborave.org](http://www.roborave.org)).
- NM MESA is paying up to \$50 per school in registration fees (\$25/per robot). Your school names have been submitted so when you go to register it should show you as being paid for up to \$50. Anything additional is your program's responsibility.
- The suggestion is to register teams conservatively and then add teams as needed. The fees are non-refundable so if you add teams there are no refunds. If you cancel any teams that MESA has paid for, you will be billed for any "no-shows" so please register accordingly.

*Any additional Questions, Please Contact Anita Gonzales:  
(505) 454-3027 or (866) 614-2487  
[anita@nmmesa.org](mailto:anita@nmmesa.org)*