



Dear Teacher/Team Leader,

*Thank you* for supporting your students to attend the 2014 Nebraska Robotics Expo! The expo will be held on **Saturday, February 22<sup>th</sup>**, with a snow date of March 1<sup>st</sup>. There are several details for the museum outlined for you below:

**1- Arrival:**

You may enter the museum at 7:30 for registration. You will have an hour to get things set up, with opening ceremonies starting at 8:30AM. If you want your team or school's group photo taken, then you will need to be lined up with your whole team or school and be staged by the side of the stairs in the main atrium prior by 8AM (for FLL teams) and 9AM (for CEENBoT teams). Follow directions of the staff there. We will have 30 minutes to take as many photos as possible.

*FLL team photos are from 8:00-8:30.  
CEENBoT team photos are from 9:00-9:30.*

Arrival/Departure Note: **All traffic in and out of the museum must go through the front entrance.** The back door of Hangar A's alarm will be activated, so you cannot go out this door.

**2- Registration:**

Registration Area:

When you enter the museum, the space to your immediate right is a holding area for team leaders and students to gather as a group if needed. Registration will occur behind the main desk and to the right for CEENBoT Showcase participants.

Items to Turn in at Registration:

Image Release Forms: For CEENBoT teams -These must be signed ahead of time by each student's parent/guardian; we will confirm at registration that you have them. Extra forms will also be available at the registration desk that parents may sign on the spot for their children.

Documentation: There will be an area to leave your Engineering notebooks if you are entered into the Documentation Event. All notebooks should be clearly labeled on the front with Teacher Name, School Name, Team Name and Division.

T-shirt Order Pick up: You may pick up your pre-ordered, pre-paid t-shirts for your teams at the designated table near registration. ***Please bring a printout of your receipt for order verification.***

Event Passes:

In order to move past the front desk without paying, all adults will need to display an **Event Pass**. Two passes are available for each team and must be picked up from the Coordinator prior to the event. These passes are ***only needed for adults***. Your students will enter free of charge and will not need event passes. We will be collecting these passes at the end of the day at the Museum exits for reuse next year. **Please Note:** If you forget your pass, you will be asked to ***pay full museum admission***, as the museum staff will not have any way of knowing which adults have to pay and which do not.

All team participants are allowed free admission. Anyone who is not a participant, team leader, or volunteer will need stop and pay admission to the museum. Siblings and family members of participants will need to pay museum admission.

***SASM Museum Admission***

Adult \$12

Senior \$11 (65+)

Act/Retired Military \$11

Children \$6 (ages 4 – 12)

Single membership \$40

Military family membership \$50

Family Package \$75

**3- Parking:**

Car-pooling is strongly recommended! Spots are first come, first serve. Plan to arrive early. The back lot is reserved for volunteers and sponsors. Your options are the front lot and possible side parking (depending on snow levels and ground being frozen) along the road, and then Mahoney parking for overflow.

We will have additional parking set up at Mahoney with a shuttle from the museum, and cost per car to park at Mahoney is \$4.00. If you have a current park pass you may park at Mahoney for free.

**4- Food:**

Breakfast – Limited breakfast items will be available through the SASM Plane Food restaurant.

Lunch – Lunch options are being provided this year by SASM for our event, with a pre-order option and a number of lunch options available on site from the museum's restaurant Plane Food. Mahoney Grille will have a meal in the \$6 range and will be set up in the Restoration Hangar of the museum. The meal will include sandwich and chips and will be available for pre-order. Plane Food will serve lunch from their restaurant location in the museum along with two satellite locations in the museum. Visa/MC, check and cash will be accepted by Plane Food. The satellite

locations will serve hot dogs, bbq sandwiches, chicken salad sandwiches, chips, cookies and bottled drinks a la carte.

You may also bring your own lunch, and you may eat anywhere tables are set up with the exception of the Plane Food restaurant seating area. There will be tables and additional seating available in the Team areas and in the atrium area.

**Please Note: No fast food deliveries** (pizza, sandwiches, etc.) may be made to the museum. This causes a great deal of confusion at the front entrance and the museum asks that no delivery orders be placed. We also ask everyone to please dispose of all trash in your area before leaving the museum.

Snacks - Snacks and drinks will be sold throughout the day at the entrance to Hangar A as a fundraiser by the UNL Student IEEE group.

## **5- Schedule:**

The opening ceremony begins at 8:30AM, with remarks given by invited dignitaries from UNO, UNL and from the community. For the CEENBoT Showcase, there is a program insert detailing times of events by team for your reference. Please arrive at event locations a few minutes early.

### “Things to See and Do” at NRE 2014:

When your team has a break in their scheduled events, you are encouraged to explore all the features we have in place for more STEM exploration:

- 1- CEENBoT Robotics Games Booths in Hangar A this year features hands on robotics games that anyone can play to win buttons for participation. Participants and guests alike are encouraged to join in!
- 2- Educational Presentations in the main Theatre features a schedule of inspiring presentations from our corporate sponsors and exhibitors on real world applications and careers in STEM. Please feel free to attend the presentations that fit into your schedule and to encourage your students and family to attend the presentations as well.
- 3- Exhibitors set up along the Mezzanine of Hangar A provide both informational booths and hands-on exploration of robotics and STEM applications from medicine to mechatronics presented by professional STEM societies, non-profit, and educational organizations showcasing the many opportunities in STEM.
- 4- Creative and Visual Art Expo – 3<sup>rd</sup> Annual Event - features over 100 robotic-inspired works of art created by local students and art teachers! This year it is on display in the Traveling Exhibit located in the corridor outside of Hangar B, on the first level. The coordinator for this event, Tom Orange, will also be hosting free robotics drawing lessons in Hangar A! Look for a sign-up for this free offering.

## **6- Awards Ceremony:**

The awards ceremony is scheduled to begin at 4pm, **or** following the last competition event. Please note this year, we are accommodating over 100 teams, so

we ask that your teams and their families have consideration and patience if the last teams finish after 4pm. We will recognize the top scoring teams for each event within each division. Closing ceremonies will wrap up promptly by 5pm. All students who participate in the Showcase will also have the option to take home a participation ribbon at the end of the ceremony.

**7- T-Shirts:**

Event T-shirts are available for \$10 and should be **ordered on or before February 7<sup>th</sup>** and may be picked up the week before or the day of the Showcase. The t-shirt order form can be printed out from our website and emailed or mailed in. We encourage teams to order shirts ahead of time. Only a limited quantity of t-shirts will be available for sale the day of event.

**8- Museum Rules:**

Please be advised to warn your student(s) about running in the museum, being extra careful around the low-hanging sharp objects with the planes, and no balls, balloons, silly string, nail polish, or other things that could either get caught in a plane or damage the museum floors.

Some of the sharp objects will be properly taped or covered, but it is impossible to cover all of them, and the Strategic Air and Space Museum is not responsible for any injury that may occur to attendees or participants in the expo.

THANK YOU for your help with the forms, and for being a part of the 2014 Expo!

Sincerely,

Alisa Gilmore, NRE/CEENBoT™ Showcase Coordinator, and the NU SPIRIT Team

CEENBoT™ Showcase website

<http://www.ceen.unl.edu/CEENBoT/Showcase/>