

OVERVIEW

This document contains a list of things that may be necessary to host a Regional event for the ANGLEs Challenge, as well as guidelines on when they should be completed.

Standard Dates

JANUARY, 2019	Official announcement of Apollo 50th Next Giant Leap Student Challenge
JANUARY 30, 2019	ANGLEs Kickoff Event
FEBRUARY 1, 2019	Registration opens, Manual released
FEBRUARY 28, 2019	Regional Supplementary Manuals released
MARCH 1, 2019	Crowdsourcing opens
MARCH 31, 2019	Local Organization Registration closes
MARCH 30-JUNE 24	Local Organization Challenges and Team Selection
APRIL 19, 2019	Mission Patch due
MAY 3, 2019	Social media post due
MAY 31, 2019	Organizations nominate one team to for a Regional Challenge Hub Event
JUNE 17, 2019	Regional Hub Challenge Event invitations issued
JUNE 28, 2019	Teams confirm Regional Hub Challenge Event attendance and submit travel support requests
JULY 12, 2019	Regional hubs respond to travel requests
JULY 16-20, 2019	Apollo 11 50 th anniversary week, Regional Challenge Events
AUGUST 5-7, 2019	Winners showcase and tour at Johnson Space Center, Houston, Texas

Summer Camp Schedule

Summer camps will have alternate dates for team nomination, social media posts, invitation and confirmation. All other dates are the same as above. Organizations planning to run a program as a summer camp should note this in their registration.

JUNE 24, 2019	Organizations nominate one team to for a Regional Challenge Hub Event. Social media and Mission Patch posts also due.
JULY 1, 2019	Regional Hub Challenge Event invitations issued

JULY 8, 2019

Teams confirm Regional Hub Challenge Event attendance and submit travel support requests

CHECKLIST

Host training/Professional Development (PD) Workshops

- At least one Professional Development Workshop will occur in each Regional Hub state.
- This can be entirely hosted by the Hub staff, or can be assisted by NESSP Staff
- ⌚ **If you would like NESSP Staff to run the workshops, work with Christina Jarvis (cjarv@uw.edu) to schedule them. If you submitted preferred and secondary dates for these PD workshops, she will use those dates to inform the schedule.**
- ⌚ **The PD Workshops should take place sometime between February 1st (launch date) and April 30th.**

Reserve a challenge space

- Space should be large enough to fly a drone and accommodate the size of the 10'x8' Lunar Surface mat with an extra 4' perimeter for safety and a space for the control table. We recommend at least a 16'x24' room with high ceilings. See sample layout in manual.
- Make sure to take into account any safety requirements of the space- many rooms may require some means of protecting fixtures in the room (e.g. lights, projectors or screens) from drones in order to grant permission to use the space. Make sure that participating teams are informed in advance about methods that involve their participation, such as tethering the drone.
- ⌚ **Deadline depends on your organization, but keep in mind that it may impact information that should go in the Regional Supplementary Manual (see below)**

Determine event set-up

- Consider how you will set up your space (refer to sample setup in manual)
- Consider how spectators will watch the challenge. Options include watching from within the room, or projecting live video onto a large screen to watch.
- Regional Hubs will be provided with a Lunar Map Challenge, but any organizations running their own selection challenge will need to construct their own using dimensions provided by the ANGLEs Moon Mat Guide.
- Consider having a first aid booth or staff, or at minimum announce/provide safety protocols and resources at the beginning of your event

Determine maximum participants

- Consider how much time you have, and how long it would take a team to run their challenge. Draft a schedule including check-in, Challenge time, lunch, and the award ceremony, then use the amount left for Challenge time. Calculate how many teams you have time for. Keep in mind that teams may take up to 15 minutes of time on the Lunar Surface, which includes robot calibration, setup and resetting the playfield by staff. Also keep in mind that teams will bring five students and two adults, a total of seven people.

Sample Capacity

8:00	Arrival and check-in	
9:00-6:00	Challenge	9 hours
6:00-6:30	Break Down/Dinner	
7:00	Set up Ceremony	
7:30	Awards ceremony	

$$\begin{aligned} & 9 \text{ Hours challenge time} \\ & 15 \text{ minutes per team} = 4 \text{ teams/hour} \\ & 9\text{hr} \times 4 \text{ teams/hr} = 36 \text{ teams} \\ & 36 \text{ teams} \times 7 \text{ people/team} \\ & \quad = 252 \text{ people} \end{aligned}$$

- Once you have calculated your maximum capacity, compare it to the capacity of your space to ensure you have enough physical space for those teams. Keep in mind whether other team members or spectators will be able to watch the Challenge, and how that will impact your numbers.
- ⌚ **Please send NESSP your team capacity by February 1st**

Regional Supplementary Manual

- Read through the general Manual. Any time it mentions something as being hub specific, you will need to include those details in a supplementary document. If something in the general Manual goes against your plans, please contact Christina Jarvis (cjarv@uw.edu) ASAP to solve the discrepancy. Solutions may involve editing the manual so that it specifies that it is Hub specific, or changing the setup of your Hub event with our help. Examples of region specific Challenge information are Challenge Event address/location, and any tether or space safety requirements.
- ⌚ **Please submit this by February 28.**

Invite nominated teams and respond to accommodation requests

- Organizations will each nominate teams to send to the Regional Challenge. Regional Hubs must then select teams to invite to the Challenge Event to ensure that they do not have more than their team capacity attending the event. Keep diversity in mind, and do your best to select a wide range of teams to attend.

- The invitation will include a link to a form to confirm attendance at the event, collect any logistical information necessary, and provide an opportunity to request travel support and event accommodations.
- ⌚ **Teams will be nominated by Local Organizations by May 31st (Summer camps: June 24th). Invitations must be sent to teams by your Hub staff by June 17th (Summer camps: July 1st).**
- If your Hub is providing travel, stay, or parking assistance, your Regional Hub staff will send the appropriate information to teams which requested accommodations. Teams should submit this by **June 28th (Summer Camps: July 8th)**
- ⌚ **Support and accommodation confirmation should be sent by Friday July 12th.**

THINGS TO CONSIDER

Drone safety

- The teams will likely be using the Blue Heron Drone's included camera to navigate the drone, so it will be important that their connection to the drone is not interrupted. Make sure to communicate to spectators and other teams that they must not connect to the drone's WiFi signal. Other drones should not be flown nearby in order to avoid confusion regarding the WiFi signal.
- See above regarding space requirements for safely flying drones in the Challenge.

Consider what accommodations are available or necessary

- If you are in a region with a notable population of non-English speakers, consider whether it will be beneficial to have a translator on hand for the event. Please let NESSP know if you will have a translator, as this is valuable information to have on our website.
- What accommodations exist in your space for participants with disabilities? What accommodations may be requested? Teams with specific accommodations requests will be put in contact with the Regional Hub.

Information sharing

- Any *draft version* of the Apollo Next Giant Leap Student Challenge Manual **should not be shared outside of your organization**. This is in the interests of fairness, and to ensure that team leaders do not receive conflicting information. Also in the interest of fairness, **no copies of the Apollo Next Giant Leap Student Challenge Manual should be shared** with teachers or potential team leaders before the launch date of **February 1st**.
- Any region-specific Challenge information should be included in the Regional Supplementary Manual. (see above).
- Most information should be available on the NESSP Website. Please ensure that your region-specific information is up to date on the website, and let us know if there is something else you'd like to add to your Hub's page by contacting Chris Wallish (cwallish@uw.edu).