Well done to all the teams who have made it through to the competition final. The competition committee and judges are looking forward to seeing all the different entries on 16th March 2016.

This newsletter aims to provide all the information needed for teams to prepare for the final and to present their results on the day.

Congratulations for Making it to The Final !!!

Finals Exhibition

The finals exhibition will take place on the afternoon of Wednesday 16th March in the Engineering and Computing Building at Coventry University, which is on Gulson Road next to the University Library. This event is part of British Science Week 2016.

Teams should aim to set up their displays between 12.00 and 13:20. Judging will be between 13.30 and 14.30. The event will finish at about 16:15 after the prize-giving ceremony.

Who will be there?

All members of each finalist team are invited and expected to join us at the exhibition.

Each team should be accompanied by one or two adult supporters (could be teacher, parent, youth leader; adults may support more than one team).

These people will also be there:

- Local dignitaries
- BCS officials and Coventry Branch members
- Academics and students from Coventry University and University of Warwick
- Local companies and organisations supporting the competition
Each finalist team will be allocated a table (approx 70 cm x 150 cm) and one side of a large blue or grey Velcro display board (approx 150 cm x 175 cm).

Power will be available, but please bring your own extension lead and multi-plug unit. The adult supporter for each team will be provided with a temporary Wi-Fi account for the University’s network, including Internet access.

Teams will be expected to provide any IT equipment needed to exhibit and demonstrate their entry to judges and visitors, typically a laptop computer and perhaps mobile phone. Printed copies of your designs will be useful. If you have other requirements please let us know, we may be able to help if we are given advance notice.

The display boards are provided for posters, designs, graphics, diagrams and pictures to explain each entry, teamwork and activities. Please remember to bring some pins or Velcro stickers to attach display materials to the display board.

You may consider providing some small leaflets to hand out to the judges as a reminder of your entry to help them when they make their final decision.

The most important resource for exhibiting the entry are the team members responsible for creating the entry. Everyone in the team has a role to convince the judges that their entry deserves to win the first prize for their category.

**Provided:**

- Velcro Display Board
- Table
- Access to Power and WiFi

**Setting Up Time**

Teams should arrive at the Engineering and Computing Building (ECB) starting from 12:00. Light refreshments will be available from 12:00. In addition there is a Starbucks in the ECB where you can buy snacks and drinks. It is a good idea to bring packed lunches as food will not be provided for the teams until after the judging.

The stands must be dressed and ready by 13:20. The judges will begin to circulate from 13:30. When you arrive helpers will be available on request to assist with unloading and the setting up of equipment and materials.
The Judging

The judges will make use of all evidence presented to decide which entry to nominate as the winner for each category, including the displays and what team members say.

There are four entry categories sponsored by different organisations, with a prize for the best entry in each category.
- Design of app for mobile phone or web site
- Web development or Digital Animation
- Robotics or control
- Post-16 entries

We have a good number of interesting entries for all categories, so the competition will be tough! The team members will need to stay with their stands during the judging and answer questions from judges.

There will be lots of judges. You can identify them by their hat, judge’s badge and clipboard.

Each judge will visit all the entries for one or two categories, look at the evidence, see demonstrations of software products and hear from team members about the ideas behind designs. They will look at the displays and talk to the team members, perhaps about how they worked together as a team. They will score each team and note some comments about the entries.

While an adult supporter needs to stay near to the team stands to offer support and address any problems, the judges have been advised to take evidence for their decisions from the account given by team members rather than from the adults guiding the team.

Photographers will be circulating, taking pictures of the display stands and (with your permission) the team members. These photos will be used for publicity after the event.

There will be some guests and VIPs circulating with the judges. Some of these people may be prize sponsors or may have been asked to present the prizes.

Tea Time

When the judging is over at about 14:30, the judges’ score-sheets will be combined using a formula to generate an overall ranking and the winning entry will emerge for each category.

While the winners are being decided there will be some interesting things happening:
- Sandwiches, snacks, cakes and soft drinks will be served
- Team members will be asked to visit other stands to vote for the best overall entry (see “Entrants’ Choice” for more details)
- More photographs
- Visitors, including “JD” from Free Radio will be going around the stands talking to the teams about their view of Challenge IT
- Judges will get the chance to visit stands and see the entries for the categories they did not judge.

Entrants’ Choice

There are some extra prizes too! At Tea Time, the adult supporter for each team will be given a voting form. Each team has a single vote for their favourite entry in certain categories - but they are not allowed to nominate themselves!

The voting slips will be collected and votes counted before the prize awards begin. The Entrants’ Choice winners and the overall winning team will be announced at the end of the awards ceremony.

“We need to know no later than Monday 7th March the names and details of who will attend.”
Prize Awards
The Master of Ceremonies for the afternoon will be John Dalziel “JD” from Free Radio. When we are ready to begin announcing the winners John will ask visitors to come to the centre of the room. There will be short speeches by sponsors and supporters, prizes will be awarded and more photographs will be taken. There will be a final award for the overall winning team. Certificates and small prizes will be presented to all the finalists. We expect the event to finish at about 16:15.

Practical Arrangements
We need to know no later than Monday 7th March:

- **Exact names** and details of people attending on 16th March and any special arrangements we need to allow for (personal special needs, technical requirements etc).
- **Signed consent forms with permissions for taking photographs** of the non-adult team members or notification where consent has not been given.

Unfortunately we are not able to provide parking for cars and minibuses, but we can advise on car parks and dropping-off points close to the building. The Engineering and Computing Building (ECB) is off Gulson Road, post code CV1 2JH. A map of the campus and nearby car parking locations can be found here: [http://www.coventry.ac.uk/](http://www.coventry.ac.uk/) Campus Maps

Information about Coventry city centre car parks and fees can be found here: [http://www.coventry.gov.uk/directory/30/car_parks](http://www.coventry.gov.uk/directory/30/car_parks)

Please contact us if you have questions or specific requirements, we will try to help.

Please come to the main entrance of the ECB where you will be welcomed and directed to the location for the Challenge IT 2016 Finals Exhibition.

We are very much looking forward to meeting the teams, seeing what has been created and discovering which teams will win the prizes. We hope you find the experience of being a part of this competition rewarding and enjoyable.