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***FIRST* ROBOTICS COMPETITION EVENT GUIDE**

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Introduction

The 2023 *FIRST*® Championship presented by BAE Systems will bring together over 600 teams. Congratulations on qualifying for this amazing, life-changing event; We are so glad you are joining us!

Teams may also reference the new [FIRST® Robotics Competition FIRST Championship webpage](#) for similar information in addition to layouts and eventually pit locations (once assigned). The webpage will be updated as soon as information is available while this document is updated every few weeks. Please reference the webpage for final details and timing.

Teams are required to follow all [Event Rules](#) at *FIRST* Championship. This guide contains helpful information, but if you have additional questions or concerns, please contact us at firstroboticscompetition@firstinspires.org. Please also reference the [FIRST Championship Event Guide](#) for information that is applicable to all attendees such as information about badging, Conferences, Innovation Faire, and more!

Accessible Seating

Accessible seating is available for all fields. There will be space for the person in need plus some of their team. Some of the team may need to sit in the reserved bleachers behind the reserved area depending on the size of the team. If a student is the one in need, we ask that at least 1 adult sits in the reserved area. Please see a volunteer for directions to seating.

Alliance Selection

Alliance Selection takes place on each Division Field on Saturday, April 22 from 7:15 AM - 7:45 AM. Each team needs to send 1 representative to the floor in front of their Division Field before the start of Alliance Selection. Alliances are comprised of 4 teams. More information about Alliance Selection can be found in the [Game and Season Manual](#).

Awards and Ceremonies

Awards Schedule

Event	Date	Time	Where
Hall of Fame Flag Raising Ceremony	Wednesday, April 19	1:30 PM – 2:00 PM	Between Galileo & Hopper Fields
Dean's List Award	Friday, April 21	11:45 AM – 1:15 PM	Hilton Americas, Ballroom of the Americas
<i>FIRST</i> Impact Award Finalist Awards & Woodie Flowers Award	Saturday, April 22	7:00 AM	Division Fields
Division Awards	Saturday, April 22	presented during Playoffs (8:30am – 12:00pm)	Division Fields

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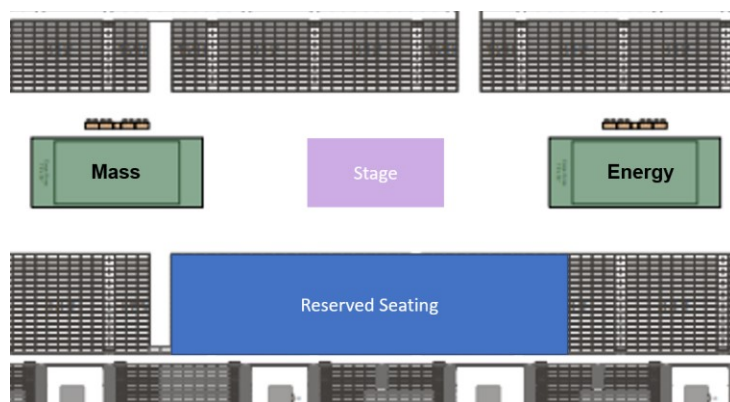


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Closing Ceremony including: <ul style="list-style-type: none"> • Outstanding Volunteer Award • Championship <i>FIRST</i> Impact Award • Finalist • Winner 	Saturday, April 22	2:15 PM	Division Fields
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FIRST Impact Award Finalist Seating Area

The 6 *FIRST* Impact Award Finalist teams receives 40 wristbands for team members to sit in reserved audience sections (see image below) during the Einstein Playoff Matches & Closing Celebration. Please arrive at reserved seats no later than 1:30 PM. *Note: any open areas in the bleachers after 1:30 PM become open to the public for seating.*



Hall of Fame

The Hall of Fame is a booth in front of the bleachers in Hall C that honors previous *FIRST* Robotics Competition Championship Chairman's Award Winners (now called the *FIRST* Impact Award). The *FIRST* Impact Award represents the spirit of *FIRST* and remains *FIRST* Robotics Competition's most prestigious award. The Hall of Fame booth also has the *FIRST* Impact Award Clock and Woodie Flowers Award on display for viewing. This is a great opportunity for you to interact with some of the top *FIRST* Robotics Competition teams and learn what it takes to become a Hall of Fame team!

The Hall of Fame Booth is open on the following dates & times:

- Wednesday, April 19 - 2:00 PM - 7:00 PM
- Thursday, April 20 - 7:30 AM - 5:30 PM
- Friday, April 21 - 7:30 AM - 5:30 PM

Buttons (Drive Team, Media)

Each team receives 7 Drive Team buttons in its registration packet. Replacements are not available. These buttons allow the wearers access to specific areas or help designate them as a point of contact for that team:

- 1 Coach

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- 3 Drive Team Members
- 1 Technician
- 1 Safety Captain
- 1 Media

Pit Crew Buttons for Playoff Rounds:

During the playoff rounds, extra team members are often needed to move the team robot from the pit station to the queuing area and playing field. Each team on an Alliance can have 3 additional Pit Crew members to help with necessary robot repairs and maintenance. These buttons provide access to the field. *FIRST* distributes the buttons to Alliance Captains during the alliance selection process on the Division Fields. Each Alliance Captain must set a logistics plan for button distribution prior to the pairings to distribute the buttons to the Pit Crew members.

Media Button

Each team receives 1 non-transferable Team Media button and related instructions/caveats in its registration packet.

Media representatives are permitted in designated media access areas around the playing field only during their team's Qualification and Division Playoff Matches. Team Media are not permitted on the actual playing field surface, in areas marked off for human players, in any private venues or VIP/Volunteer areas, or the *FIRST* Media Center. Mascots are not recognized as an official team media person. Due to space constraints and limitations, Team Media are not allowed on the field or pit area before or during Einstein Matches.

Division Breaks

Each division has been assigned a 1 hour 30-minute break for lunch on Thursday and Friday. Teams should listen carefully to announcements on each Division Field, as some matches are replayed during the Lunch Break. Please see the below schedule for Thursday & Friday by field.

On Saturday, April 22, all Division Fields break from the end of the Division Field Playoffs until 1:30 PM.

Divisions	Day	Lunch Break Time
Archimedes & Hopper	Thursday, April 20	11:00 AM to 12:30 PM
	Friday, April 21	12:30 PM to 2:00 PM
Curie & Milstein	Thursday, April 20	11:30 AM to 1:00 PM
	Friday, April 21	12:00 PM to 1:30 PM
Daly & Johnson	Thursday, April 20	12:00 PM to 1:30 PM
	Friday, April 21	11:30 AM to 1:00 PM
Galileo & Newton	Thursday, April 20	12:30 PM to 2:00 PM
	Friday, April 21	11:00 AM to 12:30 PM

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Concessions

There are concessions located within the convention center, with many food options around the George R. Brown Convention Center as well. Local food trucks will be around Discovery Green. [View a list of nearby restaurants.](#)

Pre-Order Lunch

[Pre-order lunches](#) are available at the George R. Brown Convention Center and must be submitted by April 5, 2023.

Division Fields

Field Measurement

This time is reserved for teams who want to measure the field.

Event	Date	Time	Where
Field Measurement	Wednesday, April 19	2:00 PM – 3:00 PM	All Division Fields

Match Play

See the official match schedule on [FRC-events](#) for exact times for each match but matches occur during:

Date	Time	Where
Wednesday, April 19	5:00 PM - 7:00 PM	Practice Matches
Thursday, April 20	8:30 AM - 6:00 PM	Qualification Matches
Friday, April 21	8:00 AM - 6:00 PM	Qualification Matches
Saturday, April 22	8:30 AM - 12:00 PM	Division Playoff Matches
Saturday, April 22	2:15 PM – 6:00 PM	Einstein Playoff Matches

Robot Sensor Calibration and Connection Test

Time is reserved to allow teams to calibrate sensors and test their connection to the official competition playing fields.

Date	Time	Where
Wednesday, April 19	3:00 PM – 4:30 PM	All Division Fields
Thursday, April 20	7:30 AM – 8:30 AM	All Division Fields

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Drivers' Meeting

Every event hosts a Drivers' Meeting as a way for Key Volunteers to introduce themselves to the Drive Teams and cover event procedures and is a time for teams to ask questions to the Head Referee or *FIRST* Technical Advisor.

Event	Date	Time	Where
Drivers' Meeting	Wednesday, April 19	4:00 PM – 4:30 PM	Between Galileo & Hopper Fields - Drivers report to the stands

Einstein Matches

Einstein Field Access

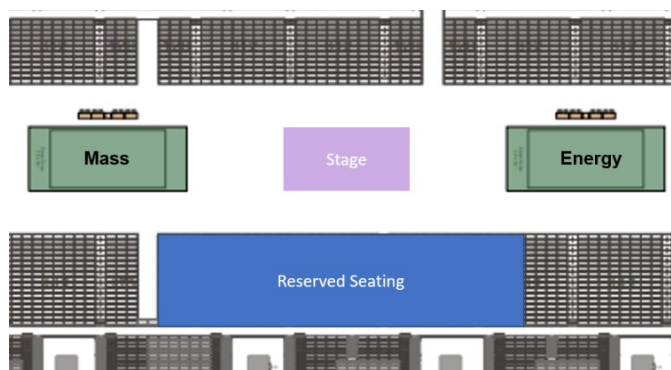
Beginning at 1:00 PM on Saturday, April 22, additional security measures are in place for the Einstein fields. Immediately following Division Playoff Matches, Division winning alliance drive teams and robots need to report to the Einstein Energy and Mass fields. A special access badge is issued to teams.

Einstein Tournament and Fields

The 8 Division winning alliances are known as Division Champions. These teams compete in the Einstein Tournament.

Einstein Tournament Competing Teams Seating Area

When the Division alliance winners are announced, each team receives 40 wristbands to designate special seating for the Einstein Round Robin Tournament. Division Champion alliance teams are seated in reserved bleachers (see image below). Teams obtain the wristbands from the field Volunteer Coordinator. Please arrive at reserved seats no later than 1:30 PM. *Note: any open areas in the bleachers after 1:30 PM become open to the public for seating.*



Beginning at 12:00pm on Saturday (or at the conclusion of the Division Playoffs Matches), bleachers will be cleared in front of the Energy (Johnson) and Mass (Galileo) fields. Anyone sitting in these sections will be asked to move. These



sections are reserved for the Division Champion alliance teams competing in the *FIRST* Robotics Competition Einstein Round Robin Tournament.

Inspection

Inspection opens at 10:00am on Wednesday, April 19th. Each Division has an inspection station and teams should go to the Inspection Station in their Division. Teams should start the inspection process as soon as possible to help every team get through it in a timely manner. The inspection process does not need to happen all at once and we encourage teams to weigh and measure their robot early in case any issues are identified. During inspection, if your inspector is unable to explain a decision or if you think there is an error, you can (and should!) ask for the Lead Robot Inspector (LRI) to assist.

Robots must pass inspection prior to accessing the practice fields and competing in Qualification Matches which begin at 8:30 AM on Thursday, April 20.

Judging

FIRST Robotics Competition celebrates the excitement of competition both on and off the field. Through our awards, we celebrate the *FIRST* Core Values which makes us so much #morethanrobots.

***FIRST* Impact Award Interviews**

The *FIRST* Impact Award interview schedule is posted in Pit Admin on Wednesday, April 19. *FIRST* Impact Award Interviews occur on Thursday, April 20 and Friday, April 21.

There are four *FIRST* Impact Award Interview rooms on site, Rooms 380 A – D, located on the 3rd floor of the building. To avoid schedule conflicts, *FIRST* Impact Award Interviewees are not recommended to be drive team members. Swapping interview times is not encouraged, but if you must change your time, switch with a team (once you have their consent) that is assigned to the same interview room as you and notify Pit Admin. Pit Admin must approve the change and they will work with the judges to keep them apprised of changes.

Teams can reference the [Hall of Fame webpage](#) to see what other teams who have won the Championship *FIRST* Impact Award have accomplished.

Pit Judging

Judges visit each pit to interview teams for the Judged Awards just like they do at local District or Regional Competitions. Judges may interview and observe teams in the Pit, on the playing field, and other areas of the event. Visit the [FIRST Robotics Competition Awards page](#) for a full description of the awards. To be eligible for any award, teams are required to follow *FIRST* Core Values, demonstrate Gracious Professionalism®, and implement and follow appropriate safety practices.

Load In & Load Out (Robot Shipping)

Robot Shipping

Once you qualify for *FIRST* Championship, you are sent an email asking if you want to bring your robot to the event yourself or ship it via FedEx. You must select one or the other, as there will be no 'default' option. Teams can reference the [Robot Transportation page](#) for more information.

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- If you opt to hand carry your robot yourself, you must bring your 1 competition robot to *FIRST* Championship along with all your other pit equipment.
- If you opt to ship your robot, we provide a FedEx shipping voucher and a ship-not-later than date. Teams must ship no later than that date or risk their robots not arriving at *FIRST* Championship in time for the event.
 - Please note that during the early load in timeframe, teams can only bring 1 tote in and all other items must be brought in through the loading dock during normal team load-in hours. (See Load In below for more details)
 - Teams who chose to ship their robot must follow the [2023 Shipping Crate Instructions](#).
 - Teams may not use a FedEx shipping voucher for pit equipment/other non-robot items. Using a voucher in this way is considered an abuse of the donor's intent and generosity. If you are shipping using the FedEx voucher, only your robot, bumpers, and batteries may be in the crate. If you'd like to ship additional equipment, you must coordinate, ship, and pay for it on your own.

A big thanks to FedEx for once again sponsoring robot shipments to *FIRST* Championship!

Packing for Championship

Please see the [2023 FIRST Championship Packing document](#) for helpful tips as your team prepares for Championship.

Load In

All teams must follow the Load-In process as outlined in the [Team Load-In Instructions](#) in order to bring materials into the Pits from their vehicles. Teams may only unload into the Loading Dock and not onto Chartres Street. Teams cannot leave vehicles unattended at any time.

Early Load In

All Early Load-In teams must check in at the early check-in desk in the lobby to obtain wristbands to enter the pits.

Teams who need to print name badges at the Team Check In desk or need to send members to the loading dock from the lobby may also check in at the early check-in desk to obtain a different colored wristband to allow them access. These teams will not be allowed in the pits until 10am.

Please note that during the Early Load-In timeframe for teams that shipped their robot, they can bring in one tote (approximately Kit of Parts size), with the preference that it is hand carried. The tote must fit through a standard doorway. The tote should include all hand tools needed to open the team's crate(s) and can include a corded or cordless power drill.

Early Load-In teams should expect that all items will be searched upon entry into the front doors of the venue and should have the tote ready to be inspected (i.e. don't have it zip-tied shut). Teams should not have items on the prohibited items list (per the [Event Rules](#) E109) in the tote. All other items must be brought in through the loading dock through the standard Load-In process.

Load Out

Please be respectful of other teams and the public in your departure, leave your area clean, and be safe. A mentor on your team **MUST** visit the ship desk prior to visiting load out, regardless of if your team hand-carried or shipped your robot to Championship. The ship desk is open Thursday-Saturday, 9:00 AM - 5:00 PM. The ship desk will provide you with a load out ticket that must be brought to the team load out desk at the back of Hall A & E When your team is completely

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packed and ready to load out, bring your packed equipment to the load out staging area and send one person to the load out desk at the back of Hall A & E. Load out staff will assign a vehicle release code to your team, which the driver can then use to gain entrance to the load out dock. **Vehicles should not queue until they receive this code.**

Teams will receive additional load-out instructions in their team packet upon check-in but can also reference the [Team Load-Out Instructions](#).

Use of 53' Trailers for Load In and Load Out

The leading team, region, or community contact utilizing a 53' Trailer to transport multiple teams to the Championship **must** schedule their truck's arrival to Team Load-Out directly with the *FIRST* Robotics Competition Logistics Specialist, Evan Raitt, at eraitt@firstinspires.org. 53' Trailers that do not arrive within the approved timeframes or are not scheduled ahead of time risk being held for unload until later in the day.

Additional rules and guidelines for all 53' Trailers can be found in the [Team 53ft Trailer Instructions](#).

Lost and Found

Items for lost and found will be logged in at the information desk located near registration for the duration of that day. At the end of the day, the items will be delivered to building security where they will remain through the event. At the end of the event and for up to 30 days post event, please call the facility directly for missing items.

George R. Brown Convention Center

713-853-8087

GRBinfo@houstonfirst.com

Items lost under the bleachers: Items of extreme importance such as medication, a purse or wallet, please note where you were sitting and check in at pit administration. Pit Administration will then contact security to retrieve your lost item. For all other items, security will make periodic sweeps and deliver found items to the Lost and Found at the information desk where you can then retrieve your items. **Under no circumstances** should anyone but security go under the bleachers.

Parking

Parking is available around the George R. Brown Convention Center, see [Downtown Houston Parking webpage](#) for more information.

Pits

This year, there are 2 pit areas – one located in Hall A and one located in Hall E. The following divisions have pits located in Hall A:

- Archimedes
- Curie
- Daly
- Galileo

The following divisions have pits located in Hall E:

- Hopper
- Johnson

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- Milstein
- Newton

Each team is provided with a designated pit space marked with their team number, where they can work on their robot. Each team's pit comes with a power outlet and a table, and the pit is 10'x10'x10'. International teams should remember to bring international adapters for any power tools, etc.

Aisles must be kept clear for robot movement, safety, and queueing, so we suggest that team members watch the matches and cheer on the teams instead of overflowing the pit stations and congregating in the aisles.

Safety glasses are required for all participants and any visitors in the pits and by the playing field. Teams are expected to bring safety glasses for all team members and any visitors they invite.

Food is not permitted in the Pit Areas.

Pit Admins

Each Pit area has a Pit Administration area located within the Pits. The Pit Admin stations are located directly next to the playing fields within the pit area. *FIRST* staff members and/or volunteers run this area to check teams in and help answer questions from teams and visitors.

Pit Announcements

Parts requests are grouped together and announced every 15 minutes. To submit a request, write your division, team number, and needed part on a piece of paper and give it to the Pit Administration staff. Additional announcements will be made at half hour intervals. Personal and irrelevant announcements will not be made.

Pit Closing

For safety purposes, be respectful of the pit closing time each day. On Saturday, April 22, only essential team members are allowed to disassemble and pack items in pits. Aisles must be kept clear for freight movement and team load out.

Pit Hours

Date	Hours	Item	Notes
Wednesday, April 19	8:00 AM - 10:00 AM	Teams that shipped robots can uncrate	6 Team Reps Only
	10:00 AM - 2:00 PM	Team Load In	6 Team Reps Only
	2:00 PM - 7:30 PM	Pits Open	
Thursday, April 20	7:00 AM - 6:30 PM	Pits Open	
Friday, April 21	7:00 AM - 6:30 PM	Pits Open	
Saturday, April 22	6:45 AM - 2:00 PM	Pits Open	

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Division Playoff Pit Spaces

There will be assigned pit spaces for *FIRST* Robotics Competition Division playoff matches to be shared by 4 team alliances. Alliances must work together to share the space accordingly including tools and equipment. Any pit structures cannot exceed 8 feet in height.

Practice Fields

There are 2 complete Competition Fields in each Pit area, as well as several carpeted areas of Practice Field elements available. A few reminders:

- Safety glasses are always required on all Practice Field spaces.
- Remember that teams must pass inspection prior to accessing the Practice Fields.
- The complete Practice Competition Fields are slightly modified. There are no field sounds.
- Teams may only practice with their robots in their pits or in designated practice areas. Teams may not set up their own practice elements outside their pits.

We recognize that teams shipping their robot are at a disadvantage as they cannot work on their robot after it ships. To help level the playing field, teams that ship their robot receive early access to the pits on Wednesday and a Wednesday priority pass at *FIRST* Championship that provides the following:

- exclusive access to the 'playground' (non-official/wooden) practice fields before they officially open
- A fast pass that allows the team to skip the line one time for the full official practice fields on Wednesday only.

Additional detail on practice fields including times and rules is provided to teams in their Team Registration Packet.

Prayer Room

There will be two prayer rooms available for anyone wishing to observe religious practice onsite during event hours. Prayer rooms are located on the 2nd level of the Marriott Marquis Houston in Montgomery rooms A&B. The Marriott Marquis Houston is attached to the George R. Brown Convention Center and can be accessed from the level 2 sky bridge located north of Mezzanine A.

Queuing

Teams are responsible for knowing their match times and are expected to queue 30 minutes prior to their matches without the help of an announcer. Teams need a minimum of 15 minutes to travel from their pit space to the playing fields. Please leave extra time to get back and forth between the pits and playing fields.

For qualification matches, *FIRST* will make every effort to keep close to the published schedules. Keep close watch of the pit display for any moment-to-moment changes. There is no audio queuing.

Quiet Room

A Quiet Room is available for those participants who need a quiet space to de-stress and take a break from the business of the competition. The Quiet Room location is 382C. If you would like to donate items (things like playing cards, board games, stress balls, puzzles) for the room, please bring to Room 382C.

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The Quiet Room hours are below:

Wednesday, April 19	1:00 PM - 7:00 PM
Thursday, April 20	8:00 AM - 6:00 PM
Friday, April 21	8:00 AM - 5:00 PM
Saturday, April 22	7:30 AM to 12:00 PM

Report a Concern

FIRST has released the [FIRST Reporting Portal](#) to allow anyone to Report a Concern in one location. These concerns can range from the following three categories:

1. **Youth Protection Concerns:** These can encompass a wide variety of one-time or ongoing issues such as suspected abuse, bullying, harassment, discrimination, questionable behavior or comments by adult volunteers, conflicts among volunteers or issues that haven't been resolved by local leadership.
2. **Medical Incidents:** All physical injuries/illnesses, however slight, must be reported to FIRST Headquarters. Physical injuries/illnesses that take place during a team's activities, not at an event, need only be reported if the injury is related to FIRST game materials, FIRST game design, or FIRST rules. Names may be removed if privacy regulations require it. All reports of injuries involving a fall must include pictures of the area in which the injured fell.
3. **Other:** If you are unsure where a concern falls, we encourage you to make a report under "Other" and we will ensure that your report gets to the appropriate department to be addressed.

Someone from FIRST will review reports and contact reporters, as appropriate/necessary, to set up time to discuss the issue. Anonymous Reports of Concern may be made on the FIRST Reporting Portal; however, the lack of contact information may impact the effectiveness of any investigation thereby prevent us from thoroughly addressing the issue and prevent us from being able to contact or follow up with the reporter.

Reports of Concern may also be sent via email to: safetyfirst@firstinspires.org or by phone: 603-666-3906 Ext. 250

Restrooms

Restrooms are available in all areas of the event and indicated with signs around the venue. Gender-neutral restrooms are available as shown in the floor plan layouts within the [FIRST Championship webpage](#) and App.

Robot Service

Electrical & Software Assistance

Teams can request general help from Control Systems Advisors for troubleshooting software or electrical issues by submitting a request online at www.ni.com/frcsupport or by stopping by the NI booth in the Robot Service Center. There are also representative from REV Robotics and CTR Electronics located in the Robot Service Center that can help troubleshoot issues with specific devices.

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Machine Shop

NASA is graciously sponsoring and managing the *FIRST* Robotics Competition Machine Shop. There is a machine shop located in each Pit area in the back of Halls A & E near the Spare Parts Tables that is open when Pits are open. There is no grinding, braising or welding in team pits; those requests must be completed by the machine shop. Th

Robot Service Center

The Robot Service Center, located in the back of Halls B, C, & D, is an opportunity for you to seek and get support from Suppliers during the competition (e.g. technical help, spare parts, or assistance with repairs).

Spare Parts

The pit map shows the Spare Parts location in each Pit area. Parts are available on a limited basis. The attendant will be able to contact a *FIRST* Technical Advisor or Lead Robot Inspector if approval is needed,

Safety Captain's Meeting

All Safety Captains are highly encouraged to attend this meeting to learn more about the importance of safety, sustainability and security for their teams and wider community.

Event	Date	Time	Where
Safety Captain's Meeting	Wednesday, April 20	3:00 PM – 3:30 PM	Between Galileo & Hopper Fields – teams report to the stands

Schedule

Teams can reference the [FIRST Robotics Competition Public Schedule](#) and schedules are also available on the [FIRST Championship website](#) and in the Championship App. The *FIRST* Championship App can be downloaded from our website, or you may search for "FIRST Championship" in the App Store or Google Play Store.

Please see the [FIRST Championship app](#) for the full list of events.

Team Check-in

Team's lead mentor 1 or 2 must check-in to receive the Team Registration packet. Teams may also pick up their name badges during Team Check-in times. Lost or misplaced badges are available at Event Registration throughout the event.

We strongly encourage your team to [complete team attendee badging prior to your arrival](#), as this will expedite your team's attendee badge collection and your entrance to the event.

This packet includes important documents and buttons. Check-in times are:

- Wednesday, April 19, 8:00 AM to 7:00 PM

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Volunteers

Volunteers can also reference the [Volunteer Event Guide](#) for general volunteer information and the [FIRST Robotics Competition Championship Volunteer webpage](#) for volunteer information specific to the *FIRST* Robotics Competition Program.

Webcast

The live stream is available on [FIRSTtv](#). Visit Twitch for airtimes and archives.

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