

# FIRST.2024 CHAMPIONSHIP

PRESENTED BY

**BAE SYSTEMS**

FIRST. IN **SHOW.**

PRESENTED BY **Qualcomm**

# *2024 Championship Volunteer Orientation*

*April 9, 2024 8pm EST*

**FIRST.2024**  
**CHAMPIONSHIP**

PRESENTED BY **BAE SYSTEMS**



***THANK YOU.***  
***This is only possible  
because of each one  
of you.***

**FIRST.2024**  
**CHAMPIONSHIP**  
PRESENTED BY **BAE SYSTEMS**

# Introduction

- *Slides from today's Orientation can be downloaded from the Handouts section.*
- *This Orientation is being recorded. The recording and slides will be available on the [Championship Volunteer website](#) on Wednesday April 10<sup>th</sup>.*
- *Questions can be asked at any time in the Q&A section and a member of the Volunteer team will respond.*
- *If you have questions following the presentation, you can email us at [volunteer@firstinspires.org](mailto:volunteer@firstinspires.org).*
- *Get ready to play a quick, fun Kahoot game at the end to win an Amazon Kindle!*
- *Additional Information can be found in the Appendix slides*

FIRST  
2024  
CHAMPIONSHIP

PRESENTED BY

BAE SYSTEMS

# Orientation Topics

---

FIRST  
2024  
CHAMPIONSHIP

PRESENTED BY

BAE SYSTEMS

- *Overview of Championship 2024*
- *Before You Go*
- *Travel & Arrival*
- *Venue Overview & Layout*
- *Volunteer Registration & Badging*
- *Volunteer Central*
- *Championship Events & Activities*
- *Volunteer Information*
- *Onsite Points of Contact*

# *What's NEW this year?*

---

**FIRST  
2024  
CHAMPIONSHIP**

PRESENTED BY

**BAE SYSTEMS**

- *Your badge can be previewed and approved prior to attending Championship for an expedited on-site registration process!*
  - *Badges will include the days you are volunteering*
  - *Star on your badge will indicate dietary restrictions*
- *Consent and Release Form must be signed to volunteer at Championship*
- *GRB food kiosks are cashless*
- *Language Buttons*
- *Volunteer Snack Shop in Café for grab-and-go snacks*

# *Overview of Championship*

FIRST.2024  
**CHAMPIONSHIP**

PRESENTED BY **BAE SYSTEMS**

# Welcome!

FIRST.2024 **CHAMPIONSHIP**  
PRESENTED BY **BAE SYSTEMS**

**FIRST. IN**  
**SHOW** *Volunteers*

PRESENTED BY **Qualcomm**

## 2024 FIRST Championship

- Over 1000 teams
  - FLL Explore: 40
  - FLL Challenge: 160
  - FTC: 224
  - FRC: 600
- Over 1400 volunteers anticipated
  - FLL: 160
  - FTC: 325
  - FRC: 1000



# Gracious Professionalism

## ***...Gracious Professionalism is part of pursuing a meaningful life - Woodie Flowers***

- A way of doing things that encourages high-quality work, emphasizes the value of others, and respects individuals and the community.
- Gracious professionals learn and compete like crazy but treat one another with respect and kindness in the process.
- Let's treat all Championship attendees with *Gracious Professionalism*.



# *Before You Go*

# Before You Go

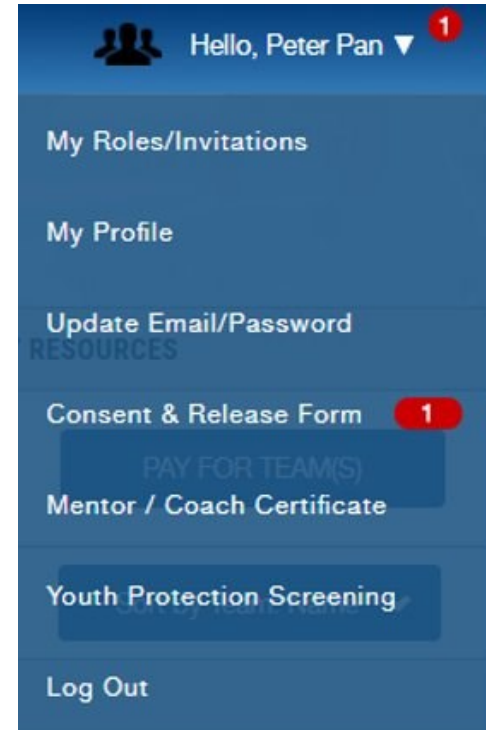
- [FIRST Championship Houston Event Guide](#)
- [Volunteer Event Guide](#)
- Volunteer Orientation
  - Go to [www.firstchampionship.org/volunteer](http://www.firstchampionship.org/volunteer)
    - PDF of Volunteer Orientation slides
    - Recording of webinar
- [2024 FIRST Championship App](#)
  - Available in Apple Store & Google Play Store
- Update your meal days in your registration to match your schedule

Download the App!



# Consent & Release Form

- Sign the Consent & Release Form electronically in your *FIRST* account:  
<http://my.firstinspires.org/Dashboard>
- Log into your account and select 'Consent & Release Form' from the profile menu in the upper right-hand corner
- Click 'Accept' at the bottom of the form
- Completion of the current season *FIRST* Consent and Release Form is a requirement for participation at all official *FIRST* events, including the 2024 *FIRST* Championship



# Before You Go

## All volunteers should have completed registration prior to arrival.

- If you completed registration prior to 4/8:
  - you should have received an email to review and approve your badge details on 4/8
  - You will also receive a 'Know Before You Go' email on 4/11 which will contain a personalized QR code
- If you complete registration after 4/8, you will receive both badge confirmation and 'Know Before You Go' emails on 4/15.


APRIL 17-20, 2024 HOUSTON, TEXAS

### Confirmation

**Hello**

We are looking forward to seeing you in Houston for the 2024 FIRST® Championship presented by BAE Systems on April 17-20, 2024.

Please review and approve your name badge prior to your arrival. This is to ensure your on-site badge pick up is quick and efficient.

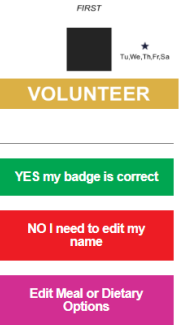


A sample of your badge can be viewed to the right. Please check your information to ensure that all of your information is accurate. It is important to verify the following items:

- **Your name as it appears:** please ensure your first name, last name, and company appear as you would like it reflected on the badge.
- **Days of the week that you have been assigned to volunteer:** Days of the week you have been assigned to volunteer and will have access to the cafe will display to the right-hand side of the scan code. The scan code will display as a black square box in the badge preview image.
- **Dietary Needs** - If you answered that you have any dietary needs, an image of a "Star" should appear above the days of the week. If it does not and should, please scroll down to Dietary Requirements and select the pink "Edit Meal Options" button to edit this option. This will be the indication the Volunteer Cafe staff is looking for.

If necessary, take this opportunity to edit your badge so it is correct when you arrive and can be printed correctly the first time.

Sincerely,  
The 2024 FIRST® Championship Events Team



## Badge Confirmation Email

# What should you pack?

## Before you go, print out:

- Your schedule
- Conference Direct registration Confirmation email
- Volunteer parking pass (if applicable)

- Volunteer shirts will be provided
  - Please bring a few undershirts
- 2-3 pairs of comfortable shoes
  - Should be closed toed AND closed back
- Water bottle
- Business cards
- Safety glasses
- Tiara
- Suspenders
- A *can-do* attitude!





✓ **Tiara Friday**

✓ **Suspenders Saturday**



*Join in on the fun with these optional traditions!*

# *Travel & Arrival*



**Once you arrive at Houston, you will be responsible for your own ground transport from the airport.**

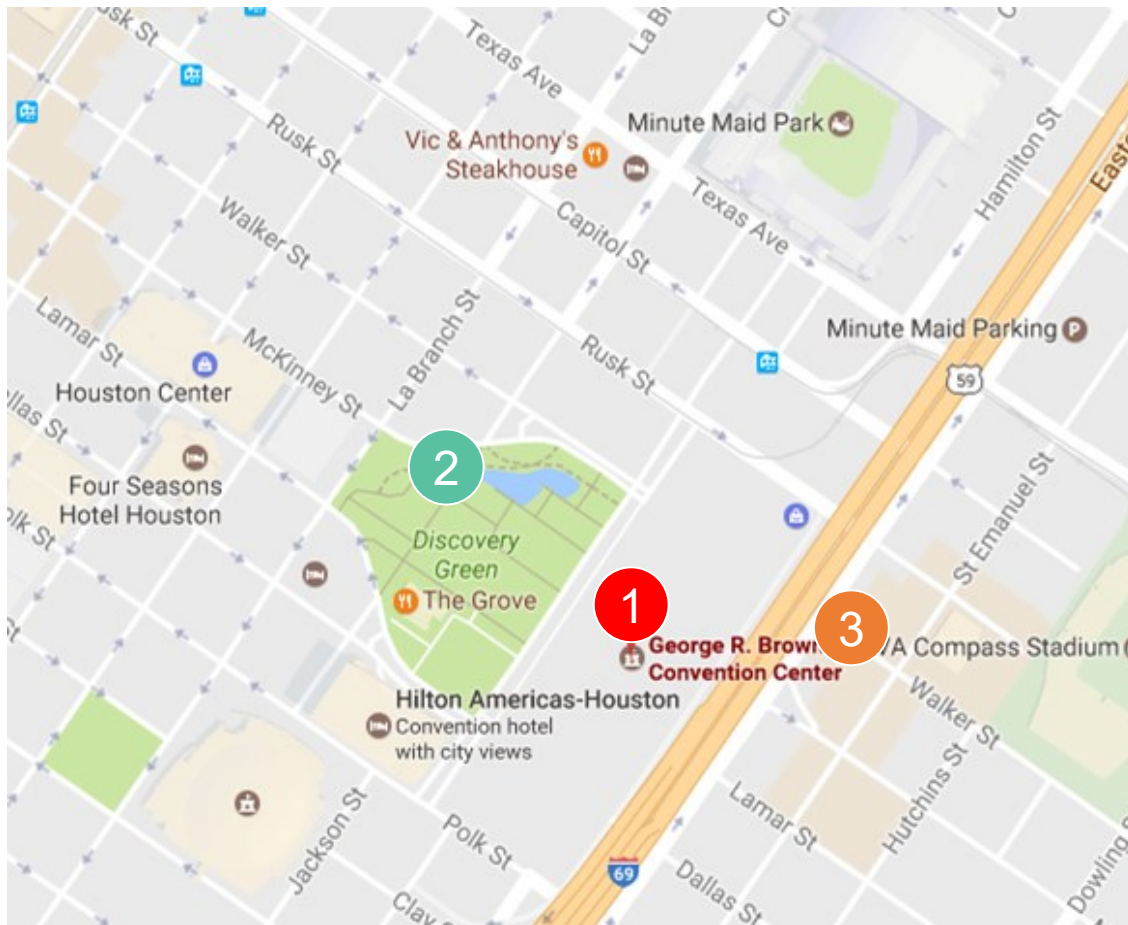
- Renting a vehicle
- Shuttle
- Uber/Lyft/Taxi
- Hotel shuttle (if applicable-contact your hotel for details)

**Whatever transportation you chose, reserve ahead of time to ensure you have a ride.**

*See Appendix for transport details and pricing*

# Area Map

- 1) GRB Convention Center
- 2) Discovery Green
- 3) Volunteer Parking Lot



FIRST  
2024  
CHAMPIONSHIP

PRESENTED BY

BAE SYSTEMS

# Volunteer Parking Lot

## Free Volunteer Parking is LIMITED. FIRST COME, FIRST SERVED.

- Located at the [GRB Convention Center](#) loading dock off Chartres
- Enter the loading dock gates by taking a left into the open gate across from Walker St. Off Chartres
- **Volunteer Coordinators will send parking passes to volunteers**
- **PRINT PASS**. Make sure it is visible on car's dashboard
- Trailers and buses are NOT permitted in the volunteer lot
- Lot open Monday-Saturday from 5:30AM-10PM
- There is no security-**PARK AT YOUR OWN RISK**

*Additional Parking options in the Appendix*

# Metro Passes (discounted)


FIRST.2024 **CHAMPIONSHIP**  
PRESENTED BY **BAE SYSTEMS**

**POWER** YOUR TRAVELS TO THE  
**2024 FIRST ROBOTICS CONFERENCE**


Conference attendees can now explore our nation's fourth largest city with the **METRO FIRST Robotics Convention Pass**. Enjoy unlimited local bus and light-rail service, April 17 – 20, including travel to destinations across the city.

**Pass Options**

Single Day Pass (Student) - \$1.50	<b>CLICK HERE TO BUY</b>
Single Day Pass (Adult) - \$3.00	



**METRO** DAY PASS



**METRO**  
RideMETRO.org | Call or text 713-635-4000

[Click here to buy discounted\\* day pass](#)

\*Pass is a discount only if you are riding 3 or more times a day

Or use the [Championship App](#)

[See Appendix for metro info](#)

# After you Arrive



- Check into your hotel
- Check in with your program's staff
- Pick up your badge at registration
- Stop by Volunteer Central
  - We have gifts for you!
  - George R. Brown Convention Center, Level Three
- Report to your point of contact on time

# *Venue Overview & Layout*

FIRST.2024  
**CHAMPIONSHIP**

PRESENTED BY **BAE SYSTEMS**

# Venue Overview



## George R. Brown Convention Center

- Convention Center [Website](#)
- 1001 Avenida De Las Americas, Houston, TX 77010
- Venue has Three levels with escalators and elevators available.
  - *Wear comfortable shoes!*

# GRB Layout Overview

## GRB has three main levels:

- Level One: Registration and Info Booth, *FIRST* Store, *FIRST* Robotics Competition
- Level Two: Innovation Faire, Skybridge Access from Marriott, Prayer Rooms, Starbucks
- Level Three: *FIRST* Tech Challenge, *FIRST* LEGO League, Conference, Judging, Quiet Room, Volunteer Central & Café, Skybridge Access from Hilton, Nursing Room

## Main Entry doors are on Level One. Additional Points of Entry to GRB:

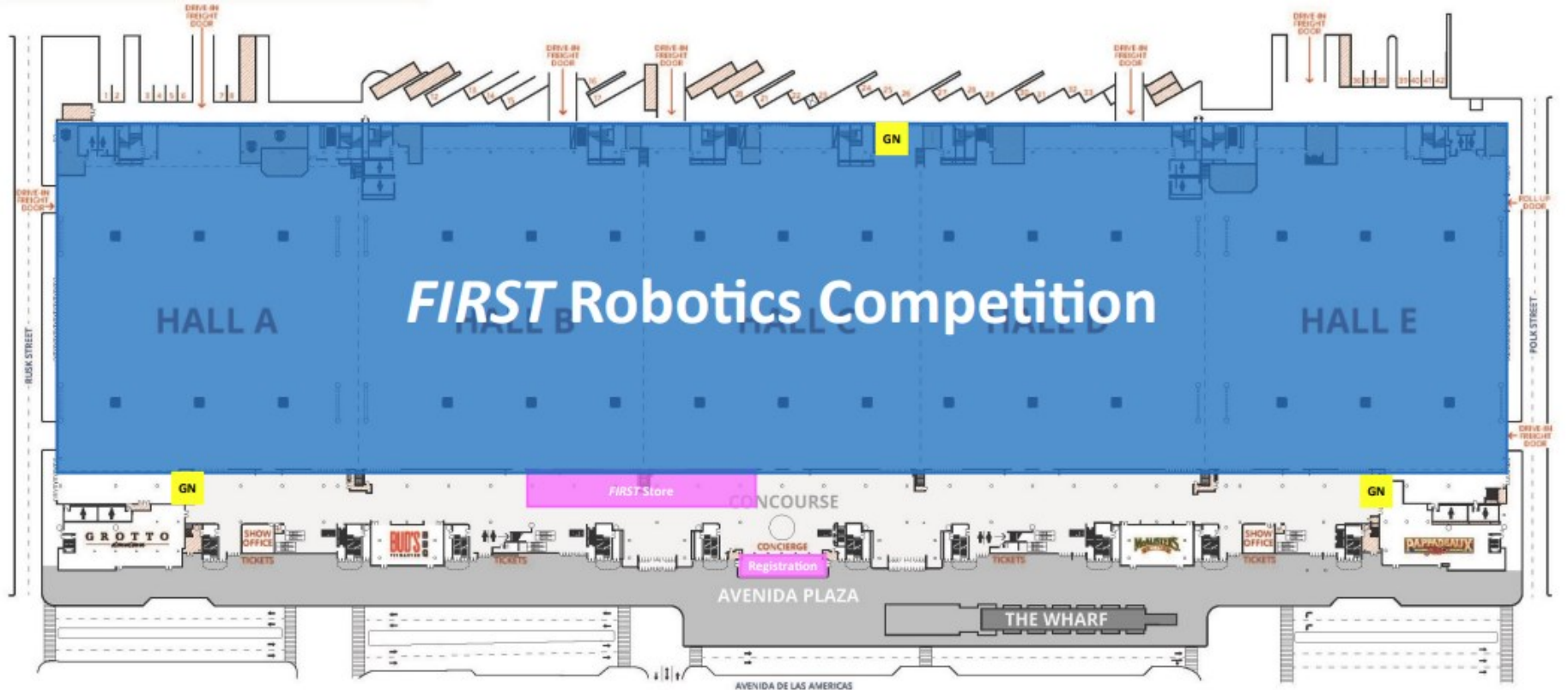
- Hilton Skybridge opens first at 5:30AM
- Marriott Skybridge and street entrances to GRB open at 6:00AM
- Security checkpoints will be at every entrance to GRB. Badges are not required to enter the building.
- Go to registration on Level One to have your badge printed or re-printed.



# Level One

FIRST.2024 CHAMPIONSHIP

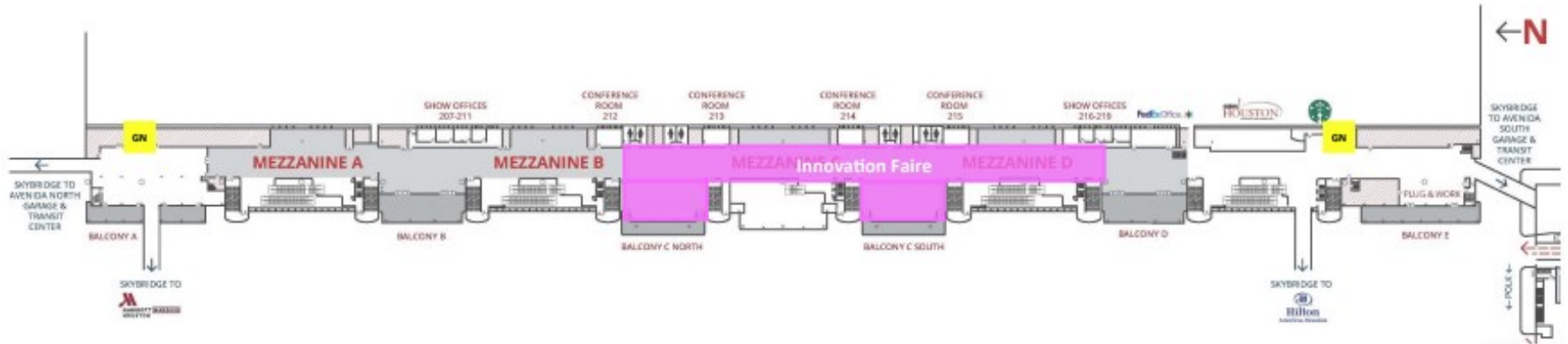
PRESENTED BY BAE SYSTEMS



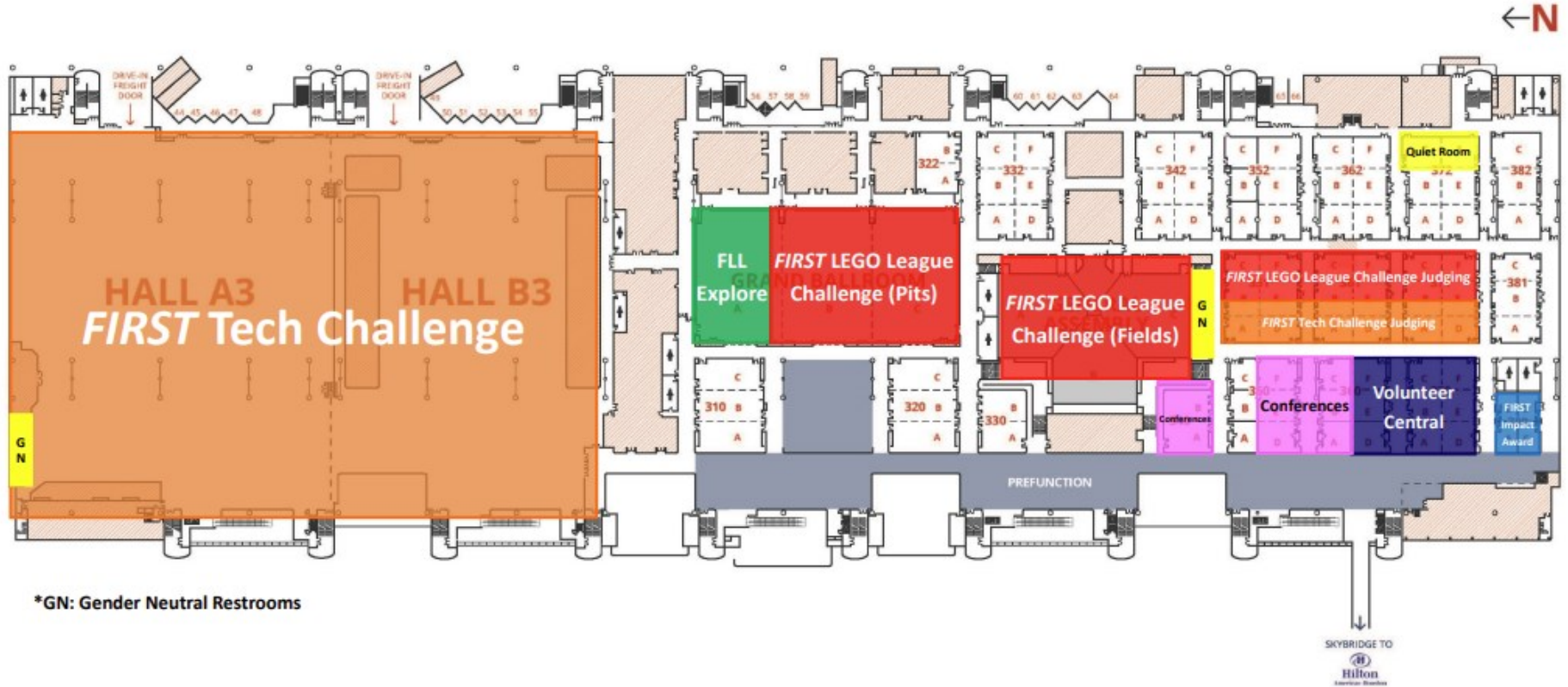
# Level Two

FIRST.2024 CHAMPIONSHIP

PRESENTED BY BAE SYSTEMS



# Level Three



\*GN: Gender Neutral Restrooms

- There are several food kiosks managed and run by the GRB throughout the venue.  
**\*NEW\* this year, all food kiosks are cashless** (only accept card).
- If you would like to use cash:
  - GRB staff will be setup on the 1<sup>st</sup> floor (near our Main Registration) and 3<sup>rd</sup> Floor (near the Grand Ballroom lobby) at kiosks that will have the ability to accept cash and turn that into a GiveX card (a gift card that can be used at the food kiosks) that you can use throughout the week.
  - At the end of the event they will refund any remaining money left on the card or you can keep the card with the money loaded and use it next year.

# Rules inside the Venue

- Follow the [FIRST Code of Conduct](#)
  - Persons who do not comply with this Code of Conduct may be barred from participating in *FIRST* activities
- Have another responsible adult watch any children in your care-you are not allowed to volunteer while taking care of a child
- Please follow the guidelines in the Health and Safety Policy
- Please limit phone use to break times



# Where to Find Info Onsite

## Information Booth:

- Information booth located near Registration on Level One
- Staff & Volunteers to answer questions and provide directions

## Pit Admins:

- The Pit Admins are in each of the program areas to assist with program-specific questions:
  - FLL Level Three, Grand Ballroom
  - FTC Level Three
  - FRC Level One, Halls A & E

## Volunteer Central:

- Welcome Table located in Volunteer Central on Level Three
- Staff & Volunteers to answer questions and provide directions

# Specialty Rooms

## Prayer Room

- Marriot Marquis, Level Two, Rooms A&B
- Accessible from GRB, Level Two Skybridge, North of Mezzanine A

## Quiet Room

- GRB, Level Three, 372
  - Wednesday, April 17: 8:00AM-7:00PM
  - Thursday, April 18: 8:00AM-6:00PM
  - Friday, April 19: 8:00AM-6:00PM
  - Saturday, April 20: 8:00AM-6:00PM

## Nursing Room

- GRB, Level Three, Room 382A

# *Volunteer Registration & Badging*

FIRST.2024  
**CHAMPIONSHIP**

PRESENTED BY **BAE SYSTEMS**



# What to Expect

**Go to the Registration desk at GRB Level One to get your Volunteer badge. Badges are required to get into program areas, the Volunteer Café and Lounge, event areas, and more. Every attendee must be badged.**

What you will receive at the Registration Desk as a Volunteer:

- Championship Volunteer Name Badge
- Championship Volunteer T-Shirt(s)
- Championship Volunteer Gift

**Designated line for volunteers- on the right!**

April 16-20	
Tuesday	7:00AM - 6:00PM
Wednesday	6:00AM - 8:00PM
Thursday	7:00AM - 6:00PM
Friday	7:00AM - 6:00PM
Saturday	7:00AM - 2:00PM

# Satellite Registration

**Satellite Registration is to expedite the team registration process. FTC & FLL Satellite locations will accept volunteer registration as well.**

- FTC and FLL will be checking in Volunteers at Satellite Registration
- FRC will NOT be checking in Volunteers at Satellite Registration

<b>Date:</b>	<b>Program:</b>	<b>Open:</b>	<b>Close:</b>
Tuesday, April 16	FTC	12:00PM (for volunteers) 3:00PM (for teams)	6:30PM
Wednesday, April 17	FTC	7:00AM	12:00PM
Wednesday, April 17	FLL	11:00AM	3:00PM
Wednesday, April 17	FRC	8:00AM (teams only)	7:30PM

# *What Do You Need for Registration?*

You need to bring **your personalized QR code and photo ID** to the registration desk to get your badge. Your personalized code will be in the ‘Know Before You Go’ email sent on 4/11 or 4/15.

- Minors must have a responsible adult accompany them

If you do not have your QR code, you can bring your registration confirmation email (printed or accessible on your phone) along with your photo ID.

*See Appendix for registration details*

# What Do You Need for Registration?

Registration Desk will print your badge onsite.

\*NEW\* - Days of the week printed on badge. If you selected **any dietary restrictions** on your registration, there will be a star on your badge (see example on right).

A badge confirmation email was sent to you on 4/8 or will be sent on 4/15.

- Please confirm your days of volunteering are correct and your dietary restrictions are correct.
- You can click 'Edit meal or dietary options' in that email to make updates.



EMMANUELLE

HENDERSON

Raytheon Technologies



1041



TU, WE, TH, FR, SA

VOLUNTEER

See Appendix for registration details

# *If You DID NOT Register Before Arriving*

## **Go to the Level One Registration Desk to Register:**

- Bring photo ID
- Bring a copy of your volunteer assignment email
- Confirm your information with the Registration desk onsite
- Please note:
  - If you have not received an email confirmation upon registering, but are assigned a volunteer role in the volunteer registration system, **please email [volunteer@firstinspires.org](mailto:volunteer@firstinspires.org)**
  - Don't forget to check your SPAM folders

# Walk-On Volunteers

For those who **have not registered and been assigned a volunteer role prior to the event**, you may apply to be a walk-on volunteer. After arriving, go to Level One Registration Desk with your photo ID.

- You must be 15 years old to be a Walk-On Volunteer.
  - Minors aged 15-17 must have their parent/guardian complete these Forms.
- Completing an Application does NOT guarantee you a role.
- This is NOT an Application for the Student Ambassador Program.
- We will prioritize applicants with ALL-DAY availability.
- A Volunteer Coordinator will contact you if you are selected.
- It is required to complete the 2023-2024 season Consent and Release Form and Walk-On Volunteer Form as part of the Application.

# *Volunteer Central*

FIRST.2024  
**CHAMPIONSHIP**

PRESENTED BY **BAE SYSTEMS**

# Volunteer Central



**Volunteer Central is located on Level Three of GRB:**

- Volunteer Office: Room 360 E
- Volunteer Lounge: Room 360 D
- Volunteer Café: Room 370
- Overflow Café Seating: Room 371 (open Thurs-Sat)



## Volunteer Central is your one-stop shop for all things Volunteer!

- Pick up your exclusive 2024 Championship Volunteer lapel pin
- Get your Volunteer passport stamped with the 2024 Championship Stamp
- Snag your *FIRST IN SHOW* swag
- Get your *FIRST* Volunteer Year of Service pin
- Find answers to your volunteer Championship questions



# Volunteer Lounge

**Come relax, recharge, and win prizes in the Volunteer Lounge!**

- Workspaces with power outlets to charge your devices
- Spin to win wheel you can play once a day to get exclusive *FIRST* Volunteer items (coffee mugs, notebooks, sticker sheets, keychains, and more).
- Lots of free giveaways of current and past season items!
- Enter the Volunteer Raffle (once a day) for a chance to win. Three winners will be selected each day!
  - LEGO Everyone is Awesome set
  - Amazon Echo Pop Speaker
  - Stanley Tumbler

See Appendix for more volunteer swag



## Gracious Professionalism Pins



- Volunteers at *FIRST* Championship will be able to give out special edition pins to individuals they see expressing *Gracious Professionalism* at Championship.
  - Pick up a pin and card in the Volunteer Lounge.
  - Give it out to someone who is showing Gracious Professionalism!
  - Share the story of Gracious Professionalism with us via a short form.

## Language Buttons (NEW THIS YEAR)



- Buttons will be available for volunteers to wear to indicate they can speak a language other than English.
- Buttons will be available for these languages:
  - Amharic
  - Arabic
  - Chinese
  - French
  - German
  - Italian
  - Korean
  - Lithuanian
  - Polish
  - Portuguese
  - Sinhalese
  - Spanish
  - Swedish
  - Tagalog
  - Vietnamese

## Get information you need!



- Looking for a *FIRST* staff member and cannot locate any in the Volunteer Café or Volunteer Lounge?
- Check the Volunteer Office for staff assistance.

# Volunteer Cafe

Open to all volunteers on the day(s) of their shift(s)

	MON 4/15	TUES 4/16	WED 4/17	THUR 4/18	FRI 4/19	SAT 4/20
<b>Breakfast</b>	Closed	6-9am	6-9am	6-9am	6-9am	6-9am
<b>Lunch</b>	11am-2pm	11am-2pm	11am-2pm	11am-2pm	11am-2pm	11am-2pm
<b>Dinner</b>	Closed	5-8pm	5-8pm	Closed (Innovation Faire 6- 8:30pm)	Closed	Closed* (Volunteer Celebration 1:30-6pm)

*\*working volunteers will eat in their areas*

## Schedule your Meals in Advance

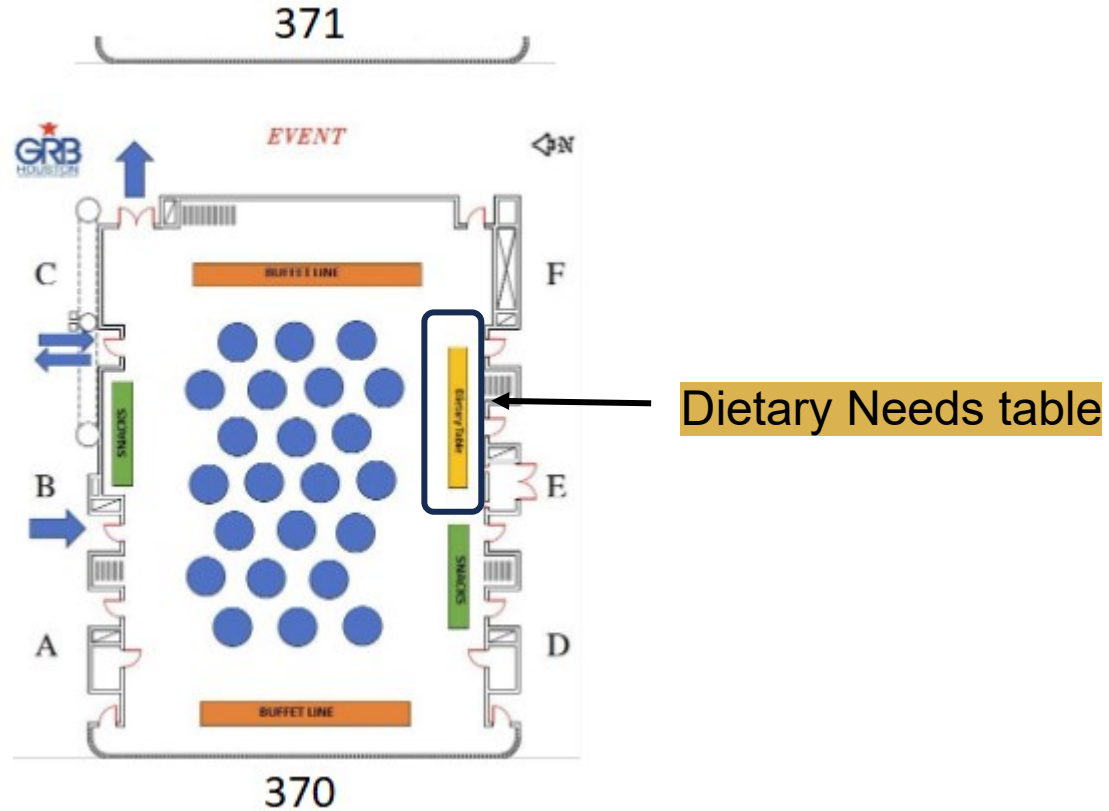
- Your volunteer registration must be up to date with your day(s) of your shift(s) so that your correct days are printed on your badge. **You can update your meal information at any time on your volunteer registration.**
  - If you make a change to the days of your shift(s) on-site at Championship, please ask your volunteer coordinator to contact the information desk to have your badge reprinted.
- Badges will be scanned at meal times at entrance to the café
- Meals will be served in dine-in or grab-and-go containers

*Menu available on-site*

# Volunteer Cafe

## Cafe Layout

- Volunteer Central staff will scan and direct volunteers into appropriate doors
- Multiple buffet lines and snack pick-up
- Overflow seating available (Thurs-Sat) in room 371 and Balcony D (Floor 2)





## Dietary Restrictions

- For those who requested dietary accommodations in their registration:
  - **Halal meals** will be provided from a Halal food truck. Tickets for these meals can be picked up at the Information Booth on Level One.
  - **Kosher meals** will be available for pickup at the Dietary Restrictions table in the Volunteer Café.
  - All other special dietary meals will be available via buffet or boxed meal on the Dietary Restrictions table in the Volunteer Café.
- Menu available on site.

## Drinks

- Bottled drinks and drink machines will be available during event hours in Café for all volunteers. Drinks will also be available in Pit areas for volunteers.
- Please be considerate and only take what you will consume so *FIRST* can do our part to eliminate any unnecessary waste. Water bottle refill stations are available around the venue.

## Snack Shop (NEW!)

- Free snacks will be available to all volunteers in the snack shop in Volunteer Café (no longer provided in Pit Admin areas). Bags will be provided to fill with a variety of snacks to take to your volunteer post for the day or the week. The snack shop will be open during event hours.

# *Championship Events & Activities*

FIRST.2024  
**CHAMPIONSHIP**  
PRESENTED BY **BAE SYSTEMS**

# Volunteer Gratitude Boards

**Located in each program near Pit Admin.**

Stop by and feel the love from teams, parents, mentors, participants, and all the people who appreciate YOU!



# Thank You Card Station



**Located outside of the Innovation Faire on Level Two.**

**Visit the Coach/Mentor Thank You Note Station**

- The station is open to anyone that would like to make a thank you card and take it with them to give to a Coach/Mentor at the event.

# Discovery Green Block Party

FIRST.2024 **CHAMPIONSHIP**  
PRESENTED BY **BAE SYSTEMS**

## The outdoor extension of our campus

- Wednesday, April 17 - Friday, April 19

A variety of activities including: giant family and lawn games, Live Band Karaoke, Silent Disco and musical acts.

Check the [app](#) for a detailed schedule



# *Innovation Faire*

## **Visit for Hands-On Innovative FUN!**

- Wednesday, April 17-Friday, April 19
- 10:00AM-4:00PM
- Mezzanine, Level Two

## **Innovation Faire Night**

- Thursday, April 18, 6-8:30PM
- ***You are invited*** to explore the Innovation Faire while enjoying light snacks and appetizers.

# Conferences

The *FIRST* Championship Conference will be held Wednesday - Friday. The conference includes sessions and workshops on topics of interest to all members of the *FIRST* community in the following conference tracks:

- Discovery
- Innovation
- Impact
- Inclusion
- Teamwork

Sessions are either 15 or 45 minutes in length and will be held in rooms 350 and 360 on the 3rd floor of the convention center. For a full list of conferences [download the app](#).



# FIRST Closing Ceremonies

FIRST.2024 **CHAMPIONSHIP**  
PRESENTED BY **BAE SYSTEMS**

**Saturday April 20, 1:30-6pm**

- Global broadcast throughout the GRB
  - Highlights from each program
- Key awards and recognition
- Each Program will have a custom experience that includes:
  - Final matches
  - Individual Program content



# Volunteer Appreciation Celebration

FIRST.2024 **CHAMPIONSHIP**  
PRESENTED BY **BAE SYSTEMS**

**Saturday, April 22, 1:30PM**

**Volunteer Café Overflow Room (371)**

- Watch the Closing Ceremonies in comfort
- TV wall streaming the finale with sound
- Enjoy a snack and drinks
- Celebrate your hard work at Championship
- Enter to win raffle prizes
  - 3D Printing Pens, Polaroid Cameras, Amazon Kindles, JBL Wireless Earbuds



# *Volunteer Information*

# General Volunteer Info: Personal Items

## Volunteer Central

- Volunteer central is **NOT** constantly staffed; leave items at your own risk
- Do not leave valuables
- ***If you cannot carry it, please do not bring it***

## Lost & Found

- Lost & Found is located at the Information Booth in the Lobby on Level One
- 1-800-427-4697 or [online](#)
- Items held onsite 30 days after the event

## Lost Under Bleachers

- Report items of extreme importance lost under bleachers to Pit Admin
- Pit Admin will contact security
- Under no circumstances should any but security go under the bleachers

**Free wireless internet is available in the common areas.**



- This access is not available on the Pit floor or in the playing field areas
- When not actively using your Wi-Fi, please switch it off
- **Hot Spots are NOT allowed in playing field areas**

## Safety Equipment

- Bring your own safety glasses
- Safety glasses are available for purchase at the *FIRST* Store outside of Hall C on Level One
- Sandals, open-toed shoes, and Crocs are not allowed in the Pits, fields, or other teamwork areas
- Face coverings/masks are not required but recommended
- If you are feeling ill, please do not volunteer
- Keep your name badge with you throughout the event



## Health and Safety Emergencies

- Follow [CDC \(Centers for Disease Control\) guidelines](#)
- If you become ill, please stay in your hotel room/lodging and contact your Volunteer Coordinator (VC)
- In case of an incident which should be reported (medical or non-medical), talk to your VC
- In case of an emergency that requires evacuation, please evacuate with the teams and guests
- For an emergency, volunteers on-site should look for a Staff person, VC, or go to Pit Admin

## Non-Urgent Concerns: Medical Incidents and Youth Protection

- Non-urgent medical incidents and Youth Protection concerns: [FIRST Reporting Portal](#)
  - Volunteer issues
  - [Code of Conduct](#) issues
  - [Youth Protection](#) issues
- Handout with QR code link to the Reporting Portal from Pit Admin
- Youth Protection Staff:
  - (603) 206-2050
  - Room 352 C
  - [safety@firstinspires.org](mailto:safety@firstinspires.org)
- All children under the age of 12 must always be accompanied by an adult when in the pit area





## Safety Outside of the Venue

- Do **NOT** wear your badge
- Always be aware of your surroundings
- Always walk in groups of two or more
- Use main streets and boulevards
- Whenever possible, avoid walking downtown at night
  - If you cannot avoid walking downtown at night, pay attention, walk in a group, and get where you are going as quickly as possible



# *Onsite Points of Contact*

# Onsite Program Points of Contact

## **FIRST LEGO League Challenge and Explore**

- Pit Admin: Level Three, Grand Ballroom
- Christina Zavala Mendez and Page Watt

## **FIRST Tech Challenge**

- Pit Admin: Level Three, Hall 3B
- Vince Frascella  
([vfrascella@firstpartners.org](mailto:vfrascella@firstpartners.org))

## **FIRST Robotics Competition**

- Pit Admin: Level One Halls A & E
- Hall A Pit Admin Divisions:
  - Archimedes
  - Curie
  - Daly
  - Galileo
- Hall E Pit Admin Divisions:
  - Hopper
  - Johnson
  - Milstein
  - Newton
- Your Volunteer Coordinator
  - **Teal** shirts in field and pit areas

# Onsite Volunteer Points of Contact

## Volunteer Central

- Level Three, Rooms 360 D & E

*See You in  
Houston!*

Need assistance before the event?

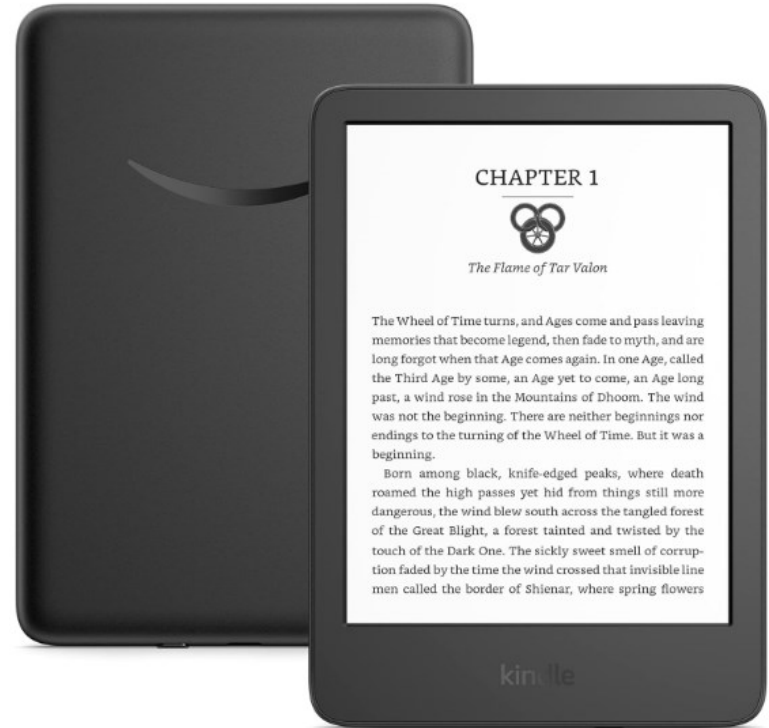
Contact us at [volunteer@firstinspires.org](mailto:volunteer@firstinspires.org)



# Test Your Knowledge with Kahoot!

Test your knowledge from today for a chance to WIN an Amazon Kindle!

- Pickup available at Volunteer Central
- Email [volunteer@firstinspires.org](mailto:volunteer@firstinspires.org) with your player name!



# *Appendix*

## George Bush Intercontinental Airport (IAH)

**Uber/Lyft/Taxi: Outside Baggage Claim and Arrivals-All Terminals**

**Super Shuttle:**

- Advanced reservations highly recommended
- [www.supershuttle.com](http://www.supershuttle.com)
- Pickup: outside Baggage Claim and Arrivals level, Terminals A, B, C, and E
- Ticket Counters in Terminals A, B, and C in Baggage Claim; Terminal E in Arrivals

# Arrival Information

## Hobby Airport (HOU)

**Uber/Lyft: Curb Zone 5 outside Baggage Claim and Arrivals**

**Taxi: Curb Zone 2 outside Baggage Claim and Arrivals**

### **Super shuttle:**

- Advanced reservations highly recommended
- [www.supershuttle.com](http://www.supershuttle.com)
- Pickup: Curb Zone 1 outside Baggage Claim and Arrivals
- Ticket counter located in Baggage Claim



## Taxis are available at the airport.

- Hobby Airport Taxi is ~\$30 downtown one-way
- IAH Taxi is ~\$60 downtown one-way



## Uber/Lyft Apps

- Price fluctuates depending on location activity
- Roughly \$30-40 one-way

*Prices subject to change*

## Super Shuttle

- **Reserve in Advance**-can do round-trip
- ~\$80 from Hobby one-way
- ~\$80 from IAH one-way

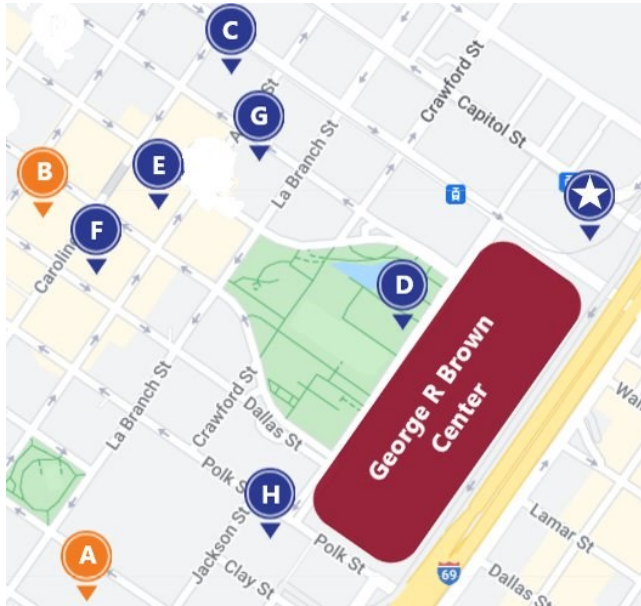
## Omega Royal

- Reserve in advance-can do round-trip
- ~\$60 from Hobby one-way
- ~\$60 from IAH one-way

*Prices subject to change*



# Additional Parking



- A. Toyota Tundra Garage \$10/day
- B. 111 San Jacinto St. \$20/day
- C. Houston Center Garage One \$18/day
- D. Avenida Central Garage (Discovery Green) \$15/day
- E. 4 Houston Center East Garage \$18/day
- F. Four Seasons Hotel Garage \$18/day
- G. 5 Houston Center Garage \$30/day
- H. Avenida South Garage \$32/day

*Pricing may vary.*

# Metro Passes (Not Discounted)



- [METRO Fares](#) along their routes can cost \$1.25 per person
- \$1.25 EXACT cash per ride OR use a Day Pass
- Day Passes can be purchased:
  - [Online](#) and will be mailed to you within 7 business days
  - [In-person](#) at 1001 Travis St Metro Ride Store
    - Card is free
- [Online Ride Store](#) has other options, including Metro Q Ticketing App for iPhone and Android

Download for iPhone

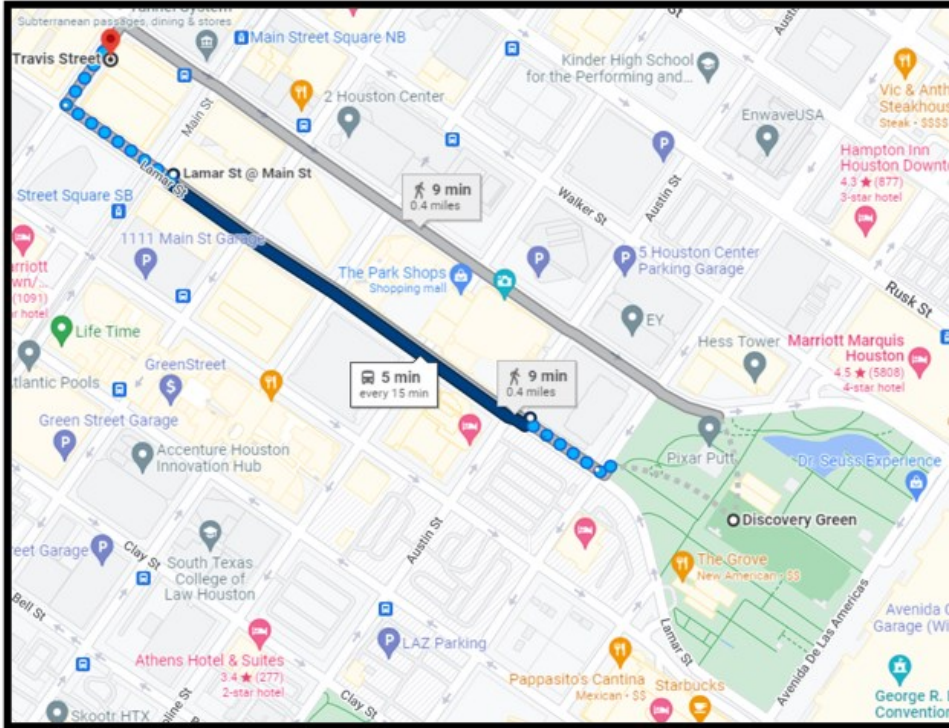
Scan the QR code using your iPhone to download the METRO Q Ticketing App from the App Store



Download for Android

Scan the QR code using your Android phone to download the METRO Q Ticketing App from Google Play





## Nearest location to purchase DAY pass is at 1001 Travis St., 8am-5pm

- As of July 2021, you CANNOT get a refund
- Only buy what you need!
- **Customer Service: 713-635-4000**
- Online Ride Store: 713-652-8994

# Metro Day Pass



## METRO Day Pass

Functions as a debit card for riding METRO. It allows you to ride **local service** as often as you like during the day for a maximum of \$3 (regular fare) or \$1.50 (discounted fare). Using a day pass on **Park & Ride service** may require an upcharge.

### What services can you pay for with it?



Local Bus



Park & Ride Commuter Express Bus



METRORail



METRORapid



METRO curb2curb

### Where can you get one?

Obtain and load - or reload a card

- METRO RideStore | [See locations](#)
- Participating retailers | [Find a store](#)

Obtain and load only

- [METRO Online RideStore](#)

Reload only

- [Online](#)
- Select vending machines | [More info](#)
- Reload machine on all local buses | [More info](#)

### What can you use to load or reload money on it?

- ✓ Cash
- ✓ Credit card
- ✓ Debit card

Exceptions:

- Reload machines on local buses accept cash only (no coins).
- Oval-shaped vending machines at METRO Park & Ride lots and select transit centers accept credit/debit only.
- METRO RideStore at Downtown Transit Center accepts check or money order as well.
- METRO RideStore at Main Street Square doesn't accept cash.
- METRO Online RideStore doesn't accept cash.

FIRST  
2024  
CHAMPIONSHIP

PRESENTED BY

BAE SYSTEMS

# Metro Services



## Local Bus

More than 80 routes; thousands of shelters and stops



## Park & Ride Bus

Express bus service for suburban communities



## METRORail

Three light rail lines in and around downtown Houston



## METRORapid

It looks like a bus, but runs like rail



## METRO curb2curb

On-demand rideshare service in specific communities



## METROLift

Shared-ride paratransit service for preapproved customers



## METRO STAR Vanpool

Rideshare service offering a fast, cost-efficient commute



## HOV/HOT Express Lanes

Barrier-separated lanes on Houston's busiest freeways



All METRO buses are ADA accessible, offer free Wi-Fi, come equipped with video surveillance security cameras and can carry up to two bikes at a time on an easy loading bike rack attached to the front of the bus.

The regular fare to board is \$1.25. The discounted fare is 60 cents.

Local bus routes are color-coded. During most hours each day:

- Red routes run at least every 15 minutes
- Blue routes run every 16-30 minutes
- Green routes run every 30-60 minutes

[Learn More](#)

FIRST  
2024  
CHAMPIONSHIP

PRESENTED BY

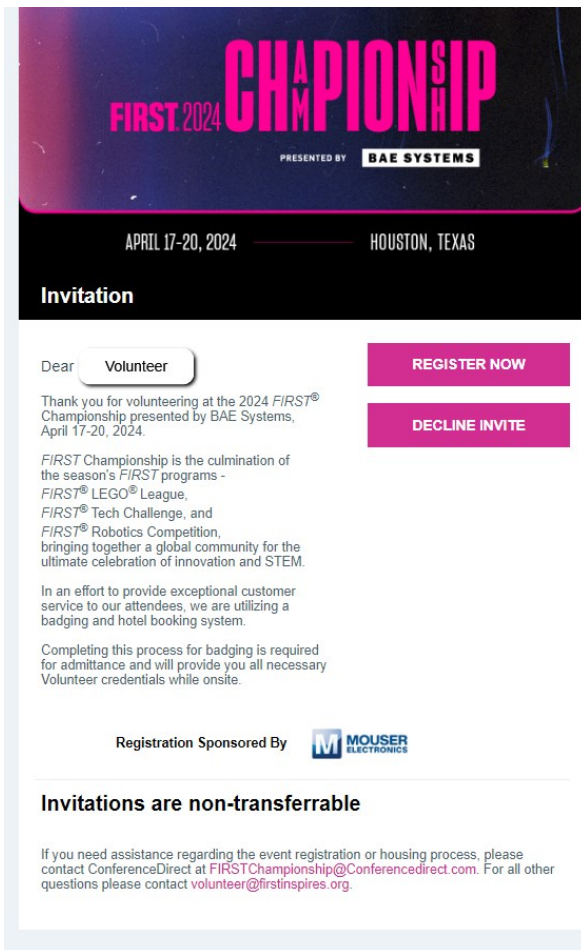
BAE SYSTEMS

# Volunteer Registration Invitation

FIRST  
2024  
CHAMPIONSHIP

PRESENTED BY

BAE SYSTEMS



**FIRST 2024 CHAMPIONSHIP**  
PRESENTED BY **BAE SYSTEMS**

APRIL 17-20, 2024 — HOUSTON, TEXAS

### Invitation


Dear **Volunteer**

Thank you for volunteering at the 2024 *FIRST*® Championship presented by BAE Systems, April 17-20, 2024.

*FIRST* Championship is the culmination of the season's *FIRST* programs - *FIRST*® LEGO® League, *FIRST*® Tech Challenge, and *FIRST*® Robotics Competition, bringing together a global community for the ultimate celebration of innovation and STEM.

In an effort to provide exceptional customer service to our attendees, we are utilizing a badging and hotel booking system.

Completing this process for badging is required for admittance and will provide you all necessary Volunteer credentials while onsite.

Registration Sponsored By 

**Invitations are non-transferrable**

If you need assistance regarding the event registration or housing process, please contact ConferenceDirect at [FIRSTChampionship@Conferencedirect.com](mailto:FIRSTChampionship@Conferencedirect.com). For all other questions please contact [volunteer@firstinspires.org](mailto:volunteer@firstinspires.org).

**REGISTER NOW**

**DECLINE INVITE**

Sample email invitation from  
*FIRST* to register as a volunteer



# Volunteer Registration Invitation

FIRST  
2024  
CHAMPIONSHIP

PRESENTED BY

BAE SYSTEMS

## Step 1 - Personal Information

**FIRST 2024 CHAMPIONSHIP**  
PRESENTED BY **BAE SYSTEMS**

1 2 3 4 5

STEP 1 PERSONAL INFORMATION LOGOUT

April 2024  
S M T W T F S  
31 1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28 29 30 1 2 3 4  
5 6 7 8 9 10 11

### PERSONAL INFORMATION

\* Indicates required fields

**Personal**

**First Name \***

**Last Name \***

**Badge First Name**  
(Name as you would like it to appear on your badge)

**Contact information**

**Email Address \***  (Confirmations will be sent through e-mail only)

**CC Email**

**Title**

**Company/Organization**

**Telephone: \***  (Please enter your phone number without any dashes or brackets, numbers only)

April 2024  
S M T W T F S  
31 1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28 29 30 1 2 3 4  
5 6 7 8 9 10 11

### Address

**Address 1 \***

**Address 2**

**City \***

**State / Province \***

**Country \***

**Zip/Postal Code \***

### Emergency Contact Information

**Emergency Contact First Name \***

**Emergency Contact Last Name \***

**Relationship to Registration \***

**Emergency Contact Phone \***  (Please enter your phone number without any dashes or brackets, numbers only)

### Demographics

**Are you a FIRST® student program participant alumnus? \***

### Lodging Information

**Where are you staying or where do you plan to stay while you are in Houston? \***

Continue

# Volunteer Registration Invitation

FIRST  
2024  
CHAMPIONSHIP

PRESENTED BY

BAE SYSTEMS

## Step 2 – Dietary Information & Meal Selection

Meal selection can be updated anytime before badge printing.

The screenshot shows a registration page for the 'FIRST 2024 CHAMPIONSHIP' presented by BAE SYSTEMS. The page is titled 'STEP 2: MEAL SELECTION' and includes a 'LOGOUT' button. A calendar for April 2024 is displayed on the left, with dates 17, 18, 19, and 20 highlighted. The main section is titled 'MEAL SELECTION' and contains a 'Dietary Requirements' section with a list of checkboxes for various dietary needs. Below this is a section for selecting volunteer days for meals.

**MEAL SELECTION**

\* Indicates required fields

**Dietary Requirements**

To best serve your needs and identify any special dietary requirements you may have please select below.

**\***

<input type="checkbox"/> Nut Allergy	<input type="checkbox"/> Kosher	<input type="checkbox"/> Vegan
<input type="checkbox"/> Diabetic	<input type="checkbox"/> Lactose Intolerance	<input type="checkbox"/> Other
<input type="checkbox"/> Gluten-Free	<input type="checkbox"/> Pescetarian	<input checked="" type="checkbox"/> None
<input type="checkbox"/> Halal	<input type="checkbox"/> Vegetarian	

Select which days you are volunteering for to opt-in for the provided meals.\*

<input checked="" type="checkbox"/> Tuesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Saturday
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Friday	

Meals will be provided on the following days and meal times.

Tuesday - Breakfast, Lunch & Dinner

Wednesday - Breakfast, Lunch & Dinner

Thursday - Breakfast & Lunch

Friday - Breakfast & Lunch

Saturday - Breakfast & Lunch

# Volunteer Registration Invitation

FIRST  
2024  
CHAMPIONSHIP

PRESENTED BY

BAE SYSTEMS

## Step 2 – Special Events for Volunteers

April 2024						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

---

**Thursday, April 18th, 6:00pm-8:30pm**  
**Innovation Faire Night**

Along with *FIRST* Leadership, Staff, and Sponsors, Championship Volunteers are invited to the Innovation Faire Night. You will have an opportunity to explore the Innovation Faire while enjoying a snack.

Will you be joining us for the Innovation Faire Night on Thursday?\*

Yes

---

**Saturday, April 20th, 1:30pm**  
**Volunteer Appreciation Celebration**

*FIRST* will be hosting a Volunteer Appreciation Celebration in the Volunteer Café for Championship Event Volunteers. Sit back, relax, and watch the Championship Finale from the comfort of the Volunteer Café while you enjoy a snack and celebrate the conclusion of your hard work at another successful Championship.

Will you be joining us Saturday for the Volunteer Appreciation Celebration?\*

Yes

---

**BACK** **CONTINUE**

# Volunteer Registration Invitation

FIRST.  
2024  
CHAMPIONSHIP

PRESENTED BY

BAE SYSTEMS

## Step 3 – Terms and Conditions

# FIRST.2024 CHAMPIONSHIP

PRESENTED BY **BAE SYSTEMS**

✓ ✓ 3 4 5

STEP 3 POLICIES LOGOUT

### April 2024

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

## POLICIES

### Terms and Conditions

- I consent to my personal information being collected and processed in accordance with the **FIRST® Privacy Policy**. \*
- I affirm that anytime I submit data to **FIRST®** on behalf of another person, I shall obtain and maintain a record of all required legal consents before collecting or submitting any such data. \*

BACK CONTINUE

# Volunteer Registration Invitation

FIRST  
2024  
CHAMPIONSHIP

PRESENTED BY

BAE SYSTEMS

The screenshot shows a web interface for the 'REGISTRATION VERIFICATION' step. At the top, it says 'FIRST 2024 CHAMPIONSHIP' and 'PRESENTED BY BAE SYSTEMS'. Below this is a progress bar with steps 1-5, where step 4 is highlighted. The main heading is 'REGISTRATION VERIFICATION'. Below the heading, there are instructions: 'Please review the information below.' and 'If all of the information is correct, press the continue button to finalize your registration. To make changes or modify, please click one of the edit buttons to the right. After making revisions, always remember to press continue to ensure the new information is properly captured.' There are three buttons: 'Edit Personal Information', 'Edit Meal Selection', and 'Edit Policy(s)'. Below this is a calendar for April 2024, with the 17th, 18th, 19th, and 20th highlighted. The 'Personal Information' section contains fields for First Name (Volunteer Test LMM), Last Name (Test), Company, Address1 (123 Park Street), City (Charlotte), Province / state (North Carolina), Country (United States), Postal code / zip (28115), Phone (1234567890), and Email (email@exam.com). There are also dropdown menus for 'Dietary Requirements' (None) and 'Select which days you are volunteering for to opt-in for the provided meals' (Tuesday). Two questions are asked: 'Will you be joining us for the innovation fair on Thursday?' (Yes) and 'Will you be joining us Saturday for the Volunteer Appreciation Celebration?' (Yes). The 'Registration Details' section shows a table with one item: 'Volunteer Test LMM Test' with a quantity of 1. At the bottom, there are 'BACK' and 'CONTINUE' buttons.

April 2024

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

### REGISTRATION VERIFICATION

Please review the information below.

If all of the information is correct, press the continue button to finalize your registration. To make changes or modify, please click one of the edit buttons to the right. After making revisions, always remember to press continue to ensure the new information is properly captured.

[Edit Personal Information](#)

[Edit Meal Selection](#)

[Edit Policy\(s\)](#)

#### Personal Information

First Name: Volunteer Test LMM

Last Name: Test

Company:

Address1: 123 Park Street

City: Charlotte

Province / state: North Carolina

Country: United States

Postal code / zip: 28115

Phone: 1234567890

Email: email@exam.com

Dietary Requirements: None

Select which days you are volunteering for to opt-in for the provided meals: Tuesday

Will you be joining us for the innovation fair on Thursday? Yes

Will you be joining us Saturday for the Volunteer Appreciation Celebration? Yes

#### Registration Details

Item	Qty
Volunteer Test LMM Test	
Volunteer	1

[BACK](#) [CONTINUE](#)

## Step 4 – Registration Verification

# Volunteer Registration Invitation

FIRST.  
2024  
CHAMPIONSHIP

PRESENTED BY

BAE SYSTEMS

## Step 5 – Thank you!

The screenshot shows a web page with a black header. On the right side of the header, the text 'FIRST.2024 CHAMPIONSHIP' is displayed in white, with 'CHAMPIONSHIP' in a larger, bold font. Below this, it says 'PRESENTED BY BAE SYSTEMS' in white. Below the header is a white navigation bar with five checkmarks and the number '5'. Below the navigation bar is a pink bar with the text 'STEP 5 THANK YOU' on the left and a 'LOGOUT' button on the right. The main content area is white and features the text 'THANK YOU' in bold. Below this, it says 'Thank you for registering for 2024 FIRST® Championship taking place April 17-20, 2024.' and 'For registration or housing related questions, please contact ConferenceDirect at: [FIRSTChampionship@conferencedirect.com](mailto:FIRSTChampionship@conferencedirect.com). For all other questions, please contact FIRST® at [volunteer@firstinspires.org](mailto:volunteer@firstinspires.org)'. At the bottom, there is a pink button that says 'BOOK HOTEL'.

FIRST.2024 CHAMPIONSHIP

PRESENTED BY BAE SYSTEMS

✓ ✓ ✓ ✓ 5

STEP 5 THANK YOU LOGOUT

### THANK YOU

Thank you for registering for 2024 FIRST® Championship taking place April 17-20, 2024.

For registration or housing related questions, please contact ConferenceDirect at: [FIRSTChampionship@conferencedirect.com](mailto:FIRSTChampionship@conferencedirect.com). For all other questions, please contact FIRST® at [volunteer@firstinspires.org](mailto:volunteer@firstinspires.org)

BOOK HOTEL

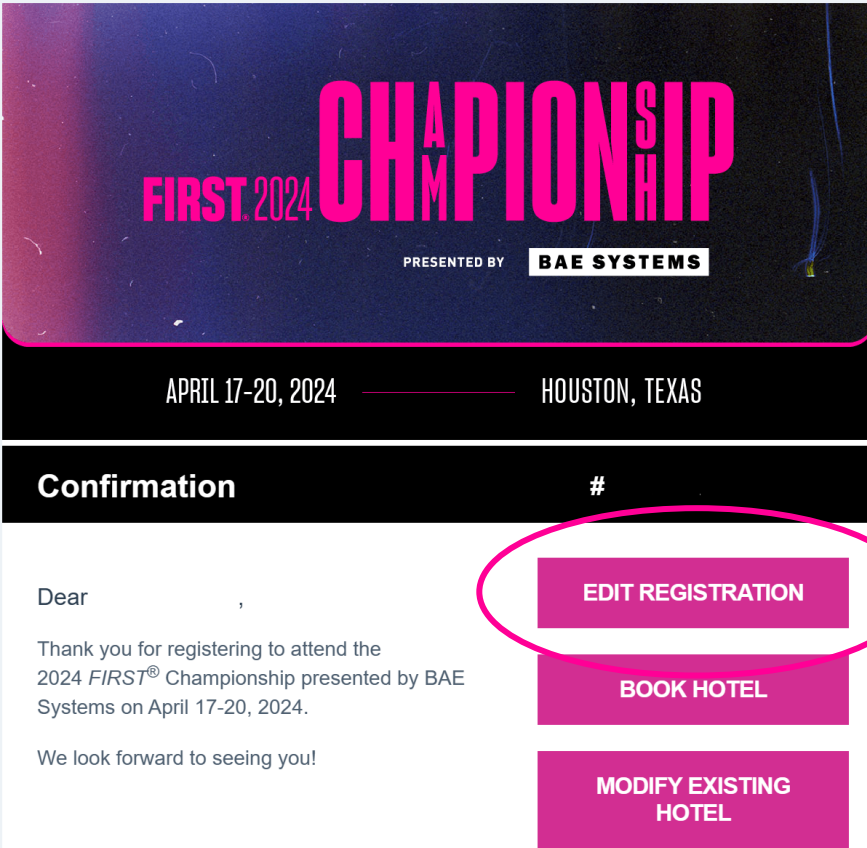
# Volunteer Registration Invitation

FIRST.  
2024  
CHAMPIONSHIP

PRESENTED BY

BAE SYSTEMS

## Registration Confirmation Email



The image shows a registration confirmation email interface. At the top, there is a dark blue header with the text "FIRST. 2024 CHAMPIONSHIP" in large, bold, pink letters. Below this, it says "PRESENTED BY BAE SYSTEMS" in white. The dates "APRIL 17-20, 2024" and the location "HOUSTON, TEXAS" are displayed in white. Below the header, there is a black bar with the word "Confirmation" in white on the left and a pink hash symbol "#" on the right. The main body of the email is white and contains the following text: "Dear ,", "Thank you for registering to attend the 2024 FIRST® Championship presented by BAE Systems on April 17-20, 2024.", and "We look forward to seeing you!". On the right side of the email body, there are three pink buttons stacked vertically: "EDIT REGISTRATION", "BOOK HOTEL", and "MODIFY EXISTING HOTEL". The "EDIT REGISTRATION" button is circled in pink.

FIRST. 2024 CHAMPIONSHIP

PRESENTED BY BAE SYSTEMS

APRIL 17-20, 2024 HOUSTON, TEXAS

Confirmation #

Dear ,

Thank you for registering to attend the 2024 FIRST® Championship presented by BAE Systems on April 17-20, 2024.

We look forward to seeing you!

EDIT REGISTRATION

BOOK HOTEL

MODIFY EXISTING HOTEL

Select 'edit registration' to update the days you are volunteering if needed.

# Volunteer Registration Invitation

FIRST  
2024  
CHAMPIONSHIP

PRESENTED BY

BAE SYSTEMS

## Badge Confirmation Email Sent on Monday, 4/8 (or 4/15)

APRIL 17-20, 2024

HOUSTON, TEXAS

### Confirmation

Hello

We are looking forward to seeing you in Houston for the 2024 FIRST<sup>®</sup> Championship presented by BAE Systems on April 17-20, 2024.

Please review and approve your name badge prior to your arrival. This is to ensure your on-site badge pick up is quick and efficient.

A sample of your badge can be viewed to the right. **Please check your to ensure that all of your information is accurate. It is important to verify the following items:**

- **Your name as it appears:** please ensure your first name, last name, and company appear as you would like it reflected on the badge.
- **Days of the week that you have been assigned to volunteer:** Days of the week you have been assigned to volunteer and will have access to the cafe will display to the right-hand side of the scan code. The scan code will display as a black square box in the badge preview image.
- **Dietary Needs** - If you answered that you have any dietary needs, an image of a 'Star' should appear above the days of the week. If it does not and should, please scroll down to Dietary Requirements and select the pink 'Edit Meal Options' button to edit this option. This will be the indication the Volunteer Cafe staff is looking for.

If necessary, take this opportunity to edit your badge so it is correct when you arrive and can be printed correctly the first time.

Sincerely,

The 2024 FIRST<sup>®</sup> Championship Events Team



YES my badge is correct

NO I need to edit my name

Edit Meal or Dietary Options

- Confirm that the days you are volunteering are correct on your badge.
- Confirm that if you selected any dietary restrictions, you have a star on your badge.
- If either of these are incorrect, select 'Edit Meal or Dietary Options' to make updates.
- If correct, select 'Yes my badge is correct'.



# Get your Volunteer Swag!



# Follow & Amplify the Conversation!

## Connect with *FIRST*<sup>®</sup>

- [Instagram](#)
- [TikTok](#)
- [LinkedIn](#)
- [Facebook](#)

## Follow *FIRST* Programs

- Facebook: [@FIRSTRoboticsCompetition](#), [@FTCTeams](#) , [@FLLTeams](#)

# Engage in the Conversation

When posting videos and photos during the event, tag *FIRST* handles and use hashtags:

- Event hashtag (to show you are at Championship or talking about Championship):  
**#FIRSTChamp**
- Narrative Hashtags: We are using **#thatsafirst** and **#PeopleofSTEAM** to unite the community in a fun, authentic and engaging dialogue that is universal to the *FIRST* experience:
  - **#thatsafirst**: For stories that show the ‘firsts’ that *FIRST* gives to students, ranging from a team’s first time at Championship to a student’s first time driving a robot and everything in between
  - **#PeopleofSTEAM**: For highlighting diverse voices in our community and the impacts they are making on the world of *FIRST*, the world of STEAM, and/or in their own backyard. We are all **#PeopleofSTEAM**!
- Other Hashtags: **#FIRSTINSHOW #omgrobots #morethanrobots #CENTERSTAGE #MASTERPIECE #CRESCENDO**

# Tips for Telling your *FIRST* Story

## It enlightens

- Provides info to help people understand the *FIRST* experience / your unique POV (point of view) about how *FIRST* has impacted you
- Captures the spirit of community-wide teamwork, *Coopertition*® and *Gracious Professionalism*®

## It's entertaining

- Think fun, light-hearted, highly visual
- Short, attention-grabbing videos are often the most engaging (TikTok, Instagram Reels)

## It evokes an emotional response

- Allows the audience to see themselves in the story you're telling, and/or the problem you're trying to solve
- Highlights how *FIRST* empowers students to do amazing things; emphasizes how *FIRST* inspires students to believe in themselves / realize their full potential
- Invites conversation and amplification (i.e. audiences are so moved/excited/inspired that they want to like, comment, and/or share)

# Tips for Telling your *FIRST* Story

**Capture action shots instead of posed shots** - take screenshots of videos if easier!

- Highlights teams helping each other, working together, and celebrating one another to demonstrate how the values of *Coopertition*® and *Gracious Professionalism*® make *FIRST* more than robots.
- Ex. Photos of alliances, teams sharing resources, cheering together, etc.
- Tip: Try to get the social handles of any teams you're highlighting and tag them!

**Video is strongly suggested (instead of still images)** - even if it's just a few seconds long

- Ex. Pose a question in the caption or as text on the screen, have the question answered by several students in quick clips throughout the video.
  - “How do you make an impact?” [#PeopleofSTEAM](#)
  - “What was something you did for the first time this season? [#thatsafirst](#)
  - “How do you inspire others?” [#PeopleofSTEAM](#)