



# WORLD FINALS

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CTOM Coaches Training

2019

# CTOM Support for World Finals

## Betsy Wellington

CTOM Board Member & Problem 3 Captain, *Classics*

- On-site CTOM representative in Michigan
- General logistics in Michigan

## Maureen O'Farrell

CTOM Board Member & Merchandise Char

- Pre-Worlds Merchandise Sales Coordinator

## Mimi Owen

CTOM Board Member & Social Media Coordinator

- Registration Support
- Social Media and Photo Coordinator

## Kristen Scheuermann

- CTOM Judge and WF Judge



# Preparing to go

- Registration
- Merchandise
- Travel arrangements
- Prop transportation
- Fundraising

The Lodging and Meals Reservation Form must be completed by March 31st\*. Payment is due by April 26, 2018. No modifications after this date. Any cancellations after this date subject 50% refund. No cancellations after May 3.



***Register by the 31st  
to save \$100***

# Registration - Summary

- COMPLETE YOUR WORLD FINALS TEAM REGISTRATION FORM IMMEDIATELY! (This gets you in the competition schedule.) - Go to [Odysseyofthemind.com](http://Odysseyofthemind.com) to register on line.
- \$100 Savings – Register completely on line within 2 weeks of tournament and pay in full on time to save \$100
- WANT TO STAY WITH THE OTHER TEAMS? COMPLETE YOUR LODGING AND MEALS RESERVATION FORM IMMEDIATELY! (Remember, you can make changes until Friday, April 26, 2019)
- PAYMENT MUST BE RECEIVED BY FRIDAY, APRIL 26, 2019. OOTM accepts all major credit cards. (Please remember Purchase Orders are NOT considered payment!)

# Registration



## 5 EASY STEPS TO WORLD FINALS!

- 1) **COMPLETE YOUR WORLD FINALS TEAM REGISTRATION FORM IMMEDIATELY!** (This gets you in the competition schedule.)
- 2) **WANT TO STAY WITH THE OTHER TEAMS? COMPLETE YOUR LODGING AND MEALS RESERVATION FORM IMMEDIATELY!** (Remember, you can make changes until Friday, April 26, 2019)
- 3) **PAYMENT MUST BE RECEIVED IN OUR OFFICE BY FRIDAY, APRIL 26, 2019.**  
We accept all major credit cards. (Please remember Purchase Orders are NOT considered payment!)
- 4) **WANT TO SAVE SOME MONEY? COMPLETE STEPS 1 & 2 ONLINE AND PAY BY THE DEADLINE TO SAVE \$100 OFF YOUR TEAM'S HOUSING OR REGISTRATION COST.** (If you register online, please do NOT duplicate your paperwork! If you fax your paperwork, please check your fax confirmation sheet instead of contacting our office to see if we received your paperwork!)
- 5) **CHECK YOUR REGISTRATION AND LODGING AND MEALS RESERVATION AT [www.odysseyofthemind.com/wf2019](http://www.odysseyofthemind.com/wf2019)**

PLEASE REMEMBER THAT CANCELLATIONS AFTER APRIL 26, 2019 WILL BE SUBJECT TO 50% PENALTY.

NO REFUNDS AFTER MAY 3, 2019.



Reserve your spot at World Finals! The first step in attending World Finals is registering your team —this ensures a place in the competition schedule. Payments must be received by April 27, 2018. You can make changes until that date! Requests DO NOT commit you to a cost until April 27.

*Want to stay on campus? Once you register you will be prompted to fill out a housing request. All information is allowed to be modified until April 27.*

[Download the 5 Steps to Register](#)  
[Learn about the online promotion!](#)

Many questions about registration can be found on our [WF FAQ!](#)

Login below to register your team:

### Member Login

Membership Number:

Zip Code/Postal Code:

# Team Registration

- **IMPORTANT:** To guarantee a performance time at the Odyssey of the Mind 2019 World Finals, your team must register within 2 weeks of your competition. You may register online through our website at [www.odysseyofthemind.com](http://www.odysseyofthemind.com).

[team registration form](#)

- **TWO REGISTRATION CHOICES**

1. Purchase Lodging/Meals packages for all team members and at least 1 coach
2. Pay a facilities fee of \$2,500 and then team and coaches are responsible for their own housing and meals (note that OOTM usually reserves most of the nearby hotels for volunteers and teams)

# Lodging and Meals packages

Register NOW!  
Pay Later

- Lodging and Meal packages
- Package 1A: Lodging Tuesday, May 21 through Sunday, May 26. Breakfast, Lunch and Dinner beginning with Dinner on Tuesday and ending with Breakfast on Sunday. \$655.00 per person x \_\_\_\_\_ (# people) = ..... \$ \_\_\_\_\_
- Package 2A: Lodging Wednesday, May 22 through Sunday, May 26. Breakfast, Lunch and Dinner beginning with Dinner on Wednesday and ending with Breakfast on Sunday. \$595.00 per person x \_\_\_\_\_ (# people) = ..... \$ \_\_\_\_\_
- Package 3A: Lodging Thursday, May 23 through Sunday, May 26. Breakfast, Lunch and Dinner beginning with Dinner on Thursday and ending with Breakfast on Sunday. \$545.00 per person x \_\_\_\_\_ (# people) = ..... \$ \_\_\_\_\_ [Lodging Form](#)

\* If you choose not to purchase packages for all team members and one coach you must pay a facilities fee of \$2500 if your registration form is received and/or postmarked within two weeks of the team's competition; \$3000 if received and/or postmarked after that date.

# Housing Extra FAQs

- List everyone needing a housing assignment, pairing each set of roommates together (majority of rooms are doubles).
- Odd numbers of people may be assigned a roommate of same gender and similar age from another team.
- Do not mix genders within a roommate pair unless there is an existing relationship (family members, for example).
- Please place an "X" in the fourth column by the name of any adult who cannot share a room with a student. (Note: they will be paired with another adult either with their team, or if an odd number of adults, with an adult from another team of the same gender.)
- If you would like \$5.00 of your housing cost (with no additional cost to you) to be contributed to COU, please place an "X" in the last column. (Please check this so scholarships get funded)



# Merchandise



CONNECTICUT ODYSSEY OF THE MIND  
2019 Whale pin set



**CTOM State Finals Peacock Pin, 10 pack: \$28**  
**CTOM World Finals Octopus Pin, 10-pack: \$25**  
**CTOM Whale 5 Problem Pin Set, 10-pack: \$77.50**  
**CTOM World Finalist T-Shirt: \$10.00**  
**Glow Hat for Opening Ceremonies: \$3.50**



Link: [World Finals Merchandise Sales](#)

# Town Pins and T-Shirts – The Fine Print

Keep in mind the following when designing local pins and t-shirts:

Page 43 of the Odyssey of the Mind [Program Guide](#) advises that "The team must assume responsibility for using any other registered trademarks such as the NIKE swoosh, McDonald's golden arches, etc. Teams must be aware that they could be prosecuted by trademark holders if they use registered marks without obtaining permission from the owner.

## CTOM Policy for use of CTOM Name & Logo:

Trademark Use Prohibited Unless Expressly Approved in Writing  
CTOM, Inc. trademarks may not be used by anyone or for any purpose not expressly approved in writing by either the CTOM Board of Directors, or the CTOM Executive Board. Neither the Association Director nor any Board Member has the authority to approve their use.

All uses are prohibited unless specifically approved including the following:

- Use of any CTOM trademark or similar creation on any item for sale, gift, or trade including pins and tee-shirts
- Use of any CTOM trademark or similar creation on any item on documents or marketing materials.

# Merchandise Pick-up

- Merchandise pick-up – New Canaan/Stamford, Brookfield, Hartford Area
- Payment – Credit Card in advance of pick-up. An invoice will be sent after April 1st.

**LIMITED** pins may be available for sale in Michigan at the CTOM booth at the Creativity Festival.

- **CTOM State Finals Peacock Pin:** \$5.00
- **CTOM World Finals Octopus Pin:** \$5.00
- **CTOM Whale 5 Problem Sets:** \$15.00

Credit Card Payment Required

Vintage pin sets available to purchase at Worlds – Emoji sets and Elephant sets. \$2 per 5 pin set



# Props

## *Getting your Props to Campus - Shipping:*

- Props must be shipped in containers no larger than **32" wide x 72" tall x 8' long**.
- Label **each** container using the shipping label below (make as many copies as you need). It is highly recommended that you obtain a package identification number (tracking number) from your carrier **for each carton shipped**.
- DO NOT put props for more than one Problem in a container.
- Props will be grouped according to problem category and delivered to a storage area near the competition site. Any oversize shipments (larger than 32" wide x 72" tall x 8' long) will be kept at a central receiving location and teams will be responsible for moving them to the problem site. Don't forget to bring tools to open your crates and reassemble your props!

## *Options used by CT Teams:*

- *Moving Companies*
- *U-Haul rental*
- *RVs*

Don't forget to bring an Odyssey "First Aid" kit including duct tape, glue gun, scissors, extension cord, etc!



# Stamford Prop Truck

- Stamford will once again be coordinating a prop truck for interested World Finalist teams. In recent years, the truck has cost between \$350-500 PER TEAM, based on number of teams. (The more teams we have participate, the cheaper the truck). We coordinate through Kaster's Moving, and typically fill an 18 wheeler. At this point, we are anticipate that the truck will be loaded on Saturday morning May 11th from 8am-10am, from Davenport Ridge Elementary School (1300 Newfield Avenue, Stamford). Please spread the word, and ask all interested teams to email me directly. Please remind all teams that props need to be properly packed and labeled.
- Kim Kempton
- [kkempton@optonline.net](mailto:kkempton@optonline.net)
- 917-689-0550

# Stamford Prop truck specifications

- Props must be shipped in containers no larger than **32" wide x 72" tall x 8' long**.
- Label **each** container using the Odyssey provided shipping label (available for download) (multiple copies on each box is recommended).
- DO NOT put props for more than one Problem in a box.
- Props will be grouped according to problem category and delivered to a storage area near the competition site. Any oversize shipments (larger than 32" wide x 72" tall x 8' long) will be kept at a central receiving location and teams will be responsible for moving them to the problem site. Don't forget to bring tools to open your crates and reassemble your props!
- No loose items - all super small props and/or duffles should be packed into labeled boxes. Because this isn't a truck 100% dedicated to us, the items we ship need to look like shippable items.
- Protect items by wrapping in plastic sheets, garbage bags, shrink wrap - be sure that shipping label goes on the outside of all packing materials
- Tape all PVC and wood together - label as one item for shipping purposes
- If anything is particularly fragile or needs a this way arrow indication, please mark clearly
- EVERY item must be labeled with OM shipping label - and marked as a number in the series of total boxes per team
- Each team is responsible for securing their labels to each of their items to be shipped and protecting them with clear packing tape. You don't want them falling off.
- ALL CONTAINERS MUST BE ABLE TO FIT THROUGH A STANDARD DOORWAY, 32"x72"



# Travel



- Plan to arrive Wednesday for Opening Ceremony & leave Sunday. (Party night on Saturday!)
- Flights, Car Rental, Airport Shuttle provided by OOTM – must be reserved
- Road Trip!
- Hotel Rooms for Parents – Parents may also purchase lodging package.
  - Consider having access to a hotel with a pool for off-campus access.
  - Most nearby hotels are already rented by OM, may have to go a little farther for additional hotel rooms.

# Where will you be staying?

## Dorm Room or Local Hotel

Your team will be assigned to a Dorm. If OM runs out of dorm space, they put up teams in local hotels. Do not make your own hotel reservation unless you want to pay the \$2500 fee and provide your own room and board.

Staying in the dorms with teams from all over is part of the World Finals Experience!





# Fundraising

- CTOM Fundraising Suggestions

- 1st Time attenders – Apply for the COU scholarship!
- School-Based – raises the most money due to number of possible participants
  - Cookie Dough, Candy sales
  - Rummage Sale at the school with schoolwide donations
  - Competitions at school (egg drop)
- Local Businesses – Panera Bread, etc.
- Survey team member parents to see if they just want to pay to go. - Easiest
- Get ideas from other teams who have been to Worlds before – Go Fund Me!
- Register and pay by next weekend and save \$100.

- CCI Fundraising Suggestions

- [https://docs.google.com/forms/d/15g\\_zzrlGQYJaoDQXFTpAYkszg7ntXgzZwADs\\_IxokK8/edit](https://docs.google.com/forms/d/15g_zzrlGQYJaoDQXFTpAYkszg7ntXgzZwADs_IxokK8/edit)

# While you are there

- Opening/Closing Ceremonies
  - Teams interested in marching in the opening parade should contact [Betsy Wellington](#) - All marchers must wear the CTOM t-shirt and glow hat.
- Long Term Competition
- Spontaneous Competition
- Creativity Festival (pin trading) - All teams encouraged to staff the booth. Sign up to be sent after performance times have been scheduled.
- International Festival (pin trading)
- Float & Banner Parade – CT Teams can get together and create entry!
- NASA Presentations
- Coach and team parties after awards ceremonies
  - Coaches bring an extra t-shirt to trade with other coaches!

[Fun things to do](#)



NOTE: Anyone who volunteers to organize and staff the Creativity Festival Booth is eligible for one free housing package!

# Opening/Closing Ceremonies



If your team and coach would like to march in the opening ceremonies and sit on the main floor, Please contact Betsy and she will let you know where and when to meet her and Kristen.

Marchers will be seated on the floor and may not leave until the end of the ceremony. Only coaches may march with teams, parents must be seated in the audience. (limited floor space)





# Long Term Competition at WF

*The competition schedule will be posted May 1st.*

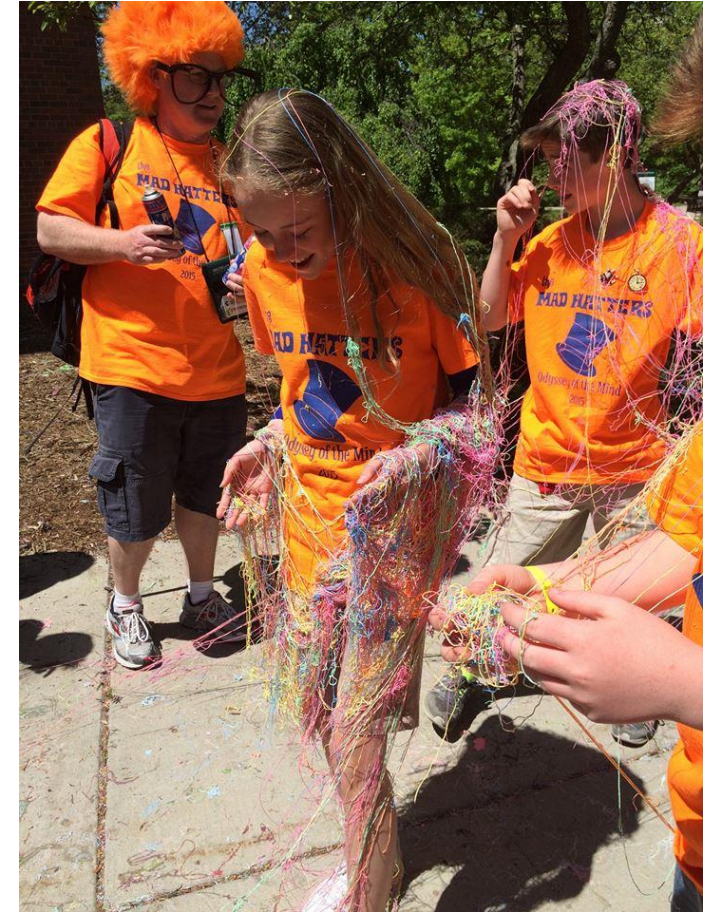
*Prop Storage areas will be posted on line for each problem and div.*





# Spontaneous

Bring Silly String!



# Social Media, Photos & Press

- Get your team portrait taken! Bring props – go in costume!
- Send pictures to [photos@ctom.org](mailto:photos@ctom.org) during competition for posting on Facebook, Instagram and on ctom.org.
- CTOM will promote your teams! Send links to articles for posting on Facebook and on ctom.org to [photos@ctom.org](mailto:photos@ctom.org).
- [Link](#) to 2016 photos from Iowa. [Link](#) to press information.
- Like us on Facebook!



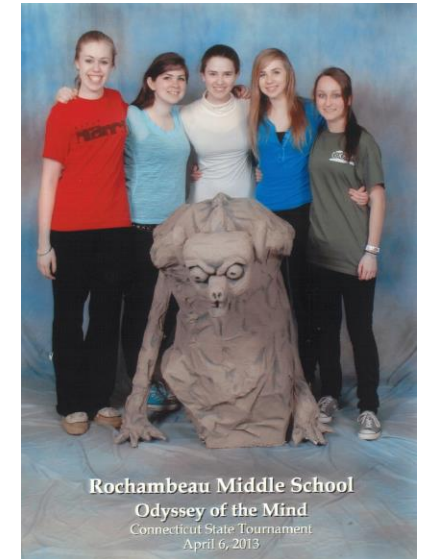
Connecticut  
Odyssey of the  
Mind (CTOM)  
@www.ctom.org

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Rochambeau Middle School  
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Connecticut State Tournament  
April 6, 2013



# How to get your props home!

