



Date: January 6, 2016

To: **2016 First Place Regional Winners**  
**Future City® Competition**

From: Linder Global Events  
Logistics Manager

Re: **Winner's Memo and Handbook for the 2016 Future City National Finals**  
February 12-17, 2016  
Capital Hilton  
1001 16<sup>th</sup> Street, NW  
Washington, DC 20036

Congratulations Winners! Your hard work has paid off and you've won your regional competition. Now it's time to prepare for the National Finals!

Future City has retained the services of Linder Global Events to handle the logistics for National Finals and will be the main contacts for your hotel and travel needs. Linder can be reached at [futurecity@linderglobal.com](mailto:futurecity@linderglobal.com) or 202-459-0889.

Linder will contact you shortly after your Regional Competition to start planning your team's trip to Nationals.

The following pages detail the next steps to take to prepare for National Finals. Please review this handbook thoroughly. We look forward to seeing you in February!

## TABLE OF CONTENTS

### Information on National Finals:

<b>Key Dates</b>	<b>3</b>
<b>Finals Registration and Travel</b>	<b>5</b>
<b>Hotel Arrangements</b>	<b>7</b>
<b>Transporting Your Model</b>	<b>8</b>
<b>Important Event Information</b>	<b>10</b>
<b>Family and Friends Registration</b>	<b>11</b>
<b>Finals Schedule</b>	<b>12</b>

### Helpful Tools:

<b>Glossary of Terms</b>	<b>14</b>
<b>Educator/Mentor Checklist</b>	<b>15</b>
<b>Optional Tasks Checklist</b>	<b>16</b>
<b>Friends and Family Checklist</b>	<b>17</b>

### Required Forms:

<b>Security Form</b>	<b>18</b>
<b>Medical Release Form</b>	<b>19</b>
<b>Honor Statement</b>	<b>20</b>
<b>Media Waiver Form</b>	<b>21</b>

## KEY DATES

Date of Finals	Location of Finals
February 12 to 17, 2016	Capital Hilton 1001 16th Street, NW Washington, DC 20036

### ARRIVAL DATES

To help combat jetlag, teams west of the Mississippi must arrive on Friday, February 12, 2016, while teams east of the Mississippi must arrive on Saturday, February 13, 2016 by 5:00 pm (EST).

Regions to Arrive on Friday, February 12, 2016	Regions to Arrive Saturday, February 13, 2016 by 5:00pm
Arizona	Alabama
California – All	Florida – All
Great Plains	Georgia
Idaho	Illinois (Chicago)
Minnesota	Indiana
Nebraska	Iowa
Nevada	Kentucky
New Mexico	Louisiana
Oklahoma	Michigan
Texas - All	Mid-Atlantic
Washington	New England
	New Jersey
	New York – All
	North Carolina
	Ohio
	Pennsylvania – All
	South Carolina
	Wisconsin

### DEPARTURE DATE

All teams will depart Washington, DC on **Wednesday, February 17, 2016.**

### TRAVEL RESERVATIONS

Must be made within 5 days of your Regional Competition

## REQUIRED COMPETITION MATERIALS

1. You will need to submit the following forms, located at the end of this memo, within 5 days of your Regional Competition.
  - Regional Winners Information Form
  - Medical Release Form
  - Honor Statement Form
  - Media Waiver Form
  
2. Send completed copies of above forms by email or hard copy to:

[futurecity@linderglobal.com](mailto:futurecity@linderglobal.com)

-OR-

Future City Competition  
 c/o Linder Global Events  
 2150 Wisconsin Avenue, NW  
 Washington, DC 20007  
 202-459-0889

## FUTURE CITY NATIONAL COMPETITION DATES CALENDAR SNAPSHOT FEBRUARY 12-17, 2016

<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>
Teams from west of the Mississippi arrive at the Capital Hilton	Teams from east of the Mississippi arrive at the Capital Hilton by 5:00 P.M. ~ Welcome Pizza Party and Orientation (Friends and Family Purchase Tickets)	Model Unpacking & Set up ~ Special Award Judging ~ Public viewing of models	Preliminary Judging ~ DC Tour (Friends and Family must reserve Tickets)	National Finals & Special Awards Ceremony ~ Model Packing ~ Celebration Party	Teams depart for home

# FINALS REGISTRATION AND TRAVEL

## 1) REGISTER FOR FINALS

The first thing you need to do after winning your Regional Competition is visit [https://LinderGlobal.formstack.com/forms/untitled\\_form\\_23\\_copy](https://LinderGlobal.formstack.com/forms/untitled_form_23_copy) to submit the Online Registration Form to confirm your team's participation in National Finals. Through this registration site, the educator and/or mentor will submit all relevant information regarding the team, including:

- (Three) Student Presenters: Full name (including middle name or initial) as it appears on a birth certificate or state issued picture ID.
- Educator & Mentor: Name as it appears on government issued picture ID (driver's license or passport).
- The date of birth (month/day/year) for each team member, educator and mentor.

## 2) BOOK TRAVEL RESERVATIONS

24 hours after completing the online form, you will be ready to make your travel arrangements with Travel Partners.

**Please Note:** Either the educator or mentor must make the travel arrangements for the official team. When you contact Travel Partners, mention you are with the Future City Competition.

Travel Partners can be reached at:

[office@travelpartnersllc.com](mailto:office@travelpartnersllc.com) *(the preferred method)*  
1-800-884-0070

Teams will be flown into one of the following airports:

- Ronald Reagan Washington National Airport (DCA)
- Washington Dulles (IAD)
- Thurgood Marshall Baltimore Washington International Airport (BWI)

We will try to be as accommodating as possible with flights. However, final flight arrangements will be based on cost and scheduling and are at the sole discretion of the Future City National Headquarters Staff. A master account has been set up by Future City National Headquarters with Travel Partners, LLC to pay the cost of travel for the five official team members.

Deadlines for making travel reservations:

All teams must finalize travel arrangements within 5 days of their Regional Competition date. **Failure to make your reservations by the deadlines listed above may result in the forfeiture of your free trip to the National Finals.**

After your team's reservations are completed, Travel Partners will email you a copy of your travel itinerary. **You must respond to Travel Partners by 5:00 pm the same day you receive your travel itinerary to approve the travel itinerary and tickets.**

Once the team's airline reservations have been made and the travel itinerary has been approved, family members and others may contact Travel Partners directly to make their own travel arrangements.

### **3) ARRANGE GROUND TRANSPORTATION FROM THE AIRPORT**

#### **1. Reagan National Airport (DCA)**

Teams arriving at Reagan National Airport are responsible for the cost of ground transportation. The Capital Hilton does not operate an airport shuttle service. Travel options include:

- The Washington DC Metro subway system is available between the airport and the hotel. Visit [www.wmata.com](http://www.wmata.com) for more information.
- The Washington area Super Shuttle is also available. Call 1-800-258-3826 or visit [www.supershuttle.com](http://www.supershuttle.com).
- Taxicabs are available to and from the airport and the hotel.

Additional information may be obtained through [www.washington.org](http://www.washington.org) (the official tourism site for Washington, DC) and from [www.metwashairports.com](http://www.metwashairports.com) (the official site for the Metropolitan Washington Airports Authority).

#### **2. Thurgood Marshall Baltimore-Washington International Airport (BWI) OR Washington Dulles International (IAD)**

The Future City Competition will pay Super Shuttle fees for teams arriving at the Baltimore or Dulles airports for the official team members. The reimbursement for Baltimore is \$182 and \$140 for Dulles. The team educator will receive this check (made out to them) within 4-6 weeks of submitting their receipt. To arrange your transportation through Super Shuttle, visit [www.supershuttle.com](http://www.supershuttle.com) or call 1-800-258-3826. (Reservations are not required but highly recommended.)

##### Super Shuttle locations at BWI:

After you claim your luggage, proceed to one of the two ticket counters—both located on the lower level baggage claim area. One is near door #2 Terminal A (Southwest Airlines Terminal – Concourse A) and the other is near door #9 (Concourse C). The counters are open between the hours of 6:00 AM and 2:00 AM.

##### Super Shuttle locations at Dulles International Airport:

After collecting your luggage, proceed to the Super Shuttle ticket counters, located on the lower level just before the East and West exits. After purchasing your tickets the shuttle service representative will escort your team to the loading areas at 1D and 1E. Super Shuttle representatives are on site from 6:00 AM to 2:00 AM daily.

## HOTEL ARRANGEMENTS

Linder will make hotel reservations for the three (3) student presenters, educator, and mentor at the Capital Hilton. **Please do not contact the hotel to make a room reservation for the five official team members.**

If your team chooses **to arrive earlier or stay later** than the scheduled National Final dates, you are responsible for the cost of the additional nights. You may make your own reservation at the Hilton or make alternate accommodations for those nights that are not paid for by Future City.

### Official Team Room Assignments

- Student team members will be placed in rooms with two double beds.
- The educator and the mentor will each be placed in a room with either a king, queen or two double beds—based on availability. **No special room requests can be honored.**
- If the educator and mentor are married to each other, they will be assigned one hotel room.
- Single gender teams (e.g., 3 boys or 3 girls) will be assigned one room with two double beds.
- Mixed gender teams (e.g., 2 girls and 1 boy, or 2 boys and 1 girl) will split up based on gender. This may result in the single boy or girl being placed in a room with a student of the same gender from another mixed gender team. In such instances, the hotel will make every effort to house the two affected individuals on the same floor and same hallway as their other teammates.
- If a team does not want to have a student share a room with a student of the same gender from another team, Linder must be notified no later than 2 weeks prior to the team's scheduled arrival in Washington, DC. In such instances the student or team (whoever is the responsible party) will pay 50% of the cost of a single room (\$179.00 per night + 14.5% tax), which is \$115.00 per night (including tax). FC National Headquarters must receive full payment no later than 1 week prior to the team's scheduled arrival in Washington, DC. Payment may be made by check or credit card (Visa or Master Card only).
- Upon arrival at the hotel, either the educator or the mentor will be responsible for checking in the official team at the Front Desk.

### Friends and Family Hotel Accommodations

- If family members and others, including classmates, are accompanying the team, they must make their own hotel reservations.
  - Family members and others accompanying the team are welcome to stay at the Capital Hilton and to take advantage of the Future City group rate of \$179.00 per night plus tax of 14.5% **while room block supply lasts**. Family members and other attendees are encouraged to make their hotel reservations for the Capital Hilton online (*preferred method*) at [https://resweb.passkey.com/Resweb.do?mode=welcome\\_ei\\_new&eventID=14494997](https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=14494997) or by calling 1-800-HILTONS code: FUTURE.
  - In order for family or friends to receive the Future City group rate, reservations must be made by February 2, 2016. When calling to make room reservations, please mention the "Future City Competition." Note: Room availability or rate is not guaranteed and is on a first come, first served basis.

## TRANSPORTING YOUR MODEL TO NATIONAL FINALS: TWO OPTIONS

### OPTION 1: SHIP MODEL VIA FEDEX

1. Models must be shipped on **February 8 or 9, 2016—NO EXCEPTIONS**—directly to the Capital Hilton via FedEx.

**Please Note:** If the model is damaged during shipping, repairs will be permitted at the Model Unpacking Session on Sunday, February 14, 2016.

2. Linder will send you, via email, a FedEx shipping label. The return label for your model will also be sent at this time. Please be sure to hold onto this return label and to bring it with you to the competition.
3. FedEx is the only service that may be used to ship your model. You will need to deliver your model to a FedEx shipping center. A full list of FedEx shipping centers will be included in the email with your shipping labels.
4. Contact your Regional Coordinator for additional tips and advice about shipping your model.
5. All items on the model must be securely attached to prevent damage when the model is moved during the Finals Competition. Teams are responsible for all other items not securely attached to the model.
6. It is imperative that teams conform to the following Future City and FedEx **shipping requirements and dimensions**:
  - The maximum allowable weight limit for the model and shipping container is **75 pounds**. If the combined weight of your model and shipping container exceeds 75 pounds you must obtain approval for the additional weight from Linder ([futurecity@linderglobal.com](mailto:futurecity@linderglobal.com)) prior to shipment. Your team will be assessed the additional shipping charges. If you fail to get permission your team will be assessed the additional shipping charges and points will be deducted.
  - Shipping containers cannot be larger than 30" wide x 54" long x 24" high.
  - **Wooden** shipping containers may not be used.
  - Please use lightweight packing material to minimize damage to your model during shipment. **No packing peanuts are allowed**. If the model is damaged during shipping, there is an opportunity in the schedule to make repairs. Teams are responsible for bringing all necessary supplies for repairs.



## **OPTION 2: DRIVE MODEL TO NATIONAL FINALS**

1. If the team elects to drive the model to Washington, DC, rather than shipping it, please inform Linder.
2. Teams driving their model will receive a \$100.00 travel stipend.
3. Prior to arrival, you will be sent instructions on where to bring your model when you arrive at the hotel.

## IMPORTANT EVENT INFORMATION

### DRESS CODE

1. The dress code for the National Finals activities is casual.
2. Future City nametags and T-shirts will be provided to the official team members when you arrive in DC. (Competition T-shirts will be available for purchase for Friends & Family.)
3. All attendees are required to wear their nametags during all National Finals activities.
4. Comfortable shoes are suggested for Special Award Judging on Sunday, 2/14 since the student presenters will be standing for several hours.

### MEALS AND EVENTS

1. Welcome Pizza Party and Orientation on Saturday, February 13, 2016, from 6:30 – 8:00 pm

This kickoff event is where teams start work on their team parade signs, educators and mentors are recognized for their dedication to the program, and the schedule and all competition rules and expectations are reviewed.

This event is open to all team members, classmates, family and friends. Attendance is mandatory for the five (5) official team members.

**Please Note:** Tickets for family and friends can be purchased online for \$8 per person as part of the online registration process. **No tickets will be available on site.**

2. Model Unpacking Session on Sunday, February 14, 2016 from 9:00 am – 1:00 pm

A box lunch will be provided to the five (5) presenting team members. Note the unpacking of the model is open to all team members but we do reserve the right to limit the number allowed into the room at one time based on space.

3. D.C. Bus Tour on Monday, February 15, 2016 2:30 – 5:30 p.m.

Sponsored by Bentley Systems, join us for the Washington Highlights Tour: Upon meeting your driver and tour guide, teams, family and friends from all 37 Future City regions will see our national monuments and federal buildings, from the dome of the U.S. Capitol to the breathtaking view from Lincoln Memorial. Step off the coach and visit: the new Martin Luther King Jr. Memorial, the Jefferson, Lincoln, Korean War, World War II and FDR Memorials as well as the Marine Corps Memorial (Iwo Jima). View from coach: The U.S. Capitol, House and Senate Office Buildings, Federal Triangle, Pennsylvania Avenue, The White House, and the Capitol Reflecting Pool.

**(Please note that the tour is subject to change due to weather or other circumstances.)**

This tour is open to all with a reservation. Presenting teams will register with Linder when they make their hotel reservations. Family and Friends can register for this free event online (See page 10 for registration information.) **No tickets will be available onsite. Buses are filled to capacity on a first-come, first-served basis. Seats cannot be held for late team members.**

4. National Finals on Tuesday, February 16, 2016 from 8:15 am – 12:30 pm

A box lunch will be provided to the five official team members.

5. Celebration Party, on Tuesday, February 16, 2016, from 7 – 9:30 pm

Sponsored by Ohio University, this event is open to all. Come join the fun with caricaturists, face painters, souvenir photos and a jammin' DJ! Snack foods like cotton candy, popcorn, and hot dogs will be provided.

All other meals are the responsibility of the participants.

## CITY SQUARE

Future City promotional items will be available for purchase at The City Square during specified activities throughout the competition, as well as during the National Finals. This designated area is a place for all students to interact with other teams, meet new friends and hang out during competition down times.

## FAMILY & FRIENDS REGISTRATION

**Registration is required** for anyone planning to attend the 2016 National Finals. We encourage classmates, family and friends to attend the Finals and cheer on their team!

1. Register at: [http://linderglobal.formstack.com/forms/untitled\\_form13\\_copy\\_copy](http://linderglobal.formstack.com/forms/untitled_form13_copy_copy)  
Click on "Family & Friends Registration" to register.
2. Name badges for those who have registered via the Future City web site will be available for pick-up at the Family & Friends Registration & Activity Desk on Saturday 2/13, Sunday, 2/14 and Monday 2/15.
3. The deadline for online registration is **February 1, 2016**.



**2016 National Finals Schedule**

**Subject to change**

*\*Official Team = 3 presenting students, 1 educator, and 1 mentor*


<b>DATE</b>	<b>TIME</b>	<b>ACTIVITY</b>	<b>MEETING ROOM</b>
<b>2/13/16 Saturday</b>	8:00 am—5:00 pm	<b>Registration &amp; Welcome Table</b> Federal A: Official Team Registration*— All other teams must register on Saturday Upper Lobby: Friends & Family Registration	Upper Lobby Senate
	8:00 am- 6:30 pm	<b>City Square Team Lounge and Future City Store</b> Open to All	Senate
	6:30 pm—8:00 pm	<b>Welcome Pizza Party and Orientation</b> Mandatory for Official Team Family & Friends welcome with pre-reserved tickets	Presidential Ballroom
<b>2/14/16 Sunday</b>	9:00 am —1:00 pm	<b>Model Unpacking &amp; Set Up—Team Members Only</b>	Congressional and Senate
	10:30am —12:00pm	<b>Regional Coordinator Meeting</b> This session is limited to Future City Regional Coordinators	South American B
	9:00 am—4:00 pm	<b>Family &amp; Friend Registration &amp; Welcome Table</b>	Upper Lobby
	12:00 pm — 1:30pm	<b>Box Lunch</b> Mandatory for Official Team -	Presidential
	1:30 pm — 2:00 pm	<b>Special Award Judges Briefing</b>	South American A
	2:00 pm — 5:00 pm	<b>Special Award Judging</b> Official Team Only	Congressional and Senate
	5:00 pm—10:00 pm	<b>City Square Team Lounge and Future City Store</b> Open to All	Federal B
	6:00 pm—7:00 pm	<b>Public Viewing of Models</b> Open to All	Congressional and Senate
7:00 pm – 9:00 pm	<b>Mentors Networking Reception</b> Mentors and Regional Coordinators Only	Off-site	

<b>2/15/16 Monday</b>	7:30am — 8:15 am	<b>Preliminary Judges Briefing</b>	South American A
	8:30 am — 2:00 pm	<b>Preliminary Judging</b> Family & Friends may watch only their team’s presentation	California, Ohio, New York, Massachusetts, Statler A, Statler B
	8:30 am—3:00 pm	<b>Family &amp; Friend Registration &amp; Welcome Table</b>	Upper Lobby
	9:15 am — 2:00 pm	<b>Team Photos</b> Official Team, plus classmates	Federal A
	2:30 pm – 5:30 pm	<b>DC Tour</b> Open to All with Reservations	Meet in Lobby
	6:00 pm—8:00 pm	<b>Regional Coordinators Dinner</b> Regional Coordinators and Guests Only	Off-site Meet in Lobby
	7:00 pm—10:00 pm	<b>City Square Team Lounge and Future City Store Open to All</b>	Federal B
<b>2/16/16 Tuesday</b>	7:00 am — 1:30 pm	<b>Press Registration and Welcome Table</b>	Upper Lobby
	7:30 am—8:15 am	<b>National Final Judges Briefing</b>	South American A
	8:15 am—12:30 pm	<b>National Finals &amp; Special Awards Ceremony</b> Open to All	Presidential Ballroom
	12:30 pm — 1:45 pm	<b>Team Lunch</b> Box lunches will be provided to Official Team	Capital Terrace
	12:45 pm—3:00 pm	<b>Model Packing</b> Open to All	Presidential
	7:00 pm—9:30 pm	<b>Celebration Party</b> Open to All Sponsored by: Ohio University	Presidential
<b>2/17/16 Wednesday</b>	<b>All Day</b>	<b>Teams Depart for Home</b>	

## GLOSSARY OF TERMS

- 1. Official Team:** The official (5) member team shall consist of (3) student presenters, (1) educator, and (1) mentor. Certain events at National Finals, including all judged events, are limited to the Official Team. Additional team members are welcome to attend Finals and should register as Friends and Family. They may participate in many parts of Finals, outlined in the Finals Schedule on Page 18.
- 2. Alternate:** In the event of a medical/family emergency, the student alternate, as designated in the Future City Teacher Center, will be allowed to substitute for (1) student team presenter at the National Finals. Documentation substantiating the emergency must be provided to both the Regional Coordinator and to the FC National Competition Organizers. Upon approval, FC National will pay expenses for the alternate's trip to Washington, DC. The deadline to submit a request to substitute the alternate to serve on the official team is February 1, 2016. **Note: If the designated alternate would like to attend the event even though all members of the official team will be in attendance, the alternate should register with Friends and Family.**
- 3. Friends and Family:** Friends and family are the classmates, parents, siblings and friends of the official team members, as well as the non-presenting members of the Future City competing teams, including alternates. They are welcome to attend most of the events taking place during the Finals Competition. Friends and family should register by February 1, 2016 via [http://linderglobal.formstack.com/forms/untitled\\_form13\\_copy\\_copy](http://linderglobal.formstack.com/forms/untitled_form13_copy_copy). Friends and family must pre-register and purchase tickets to attend the Welcome Pizza Party and the Bus Tour. Please use the above link to purchase your tickets in advance.
- 4. Preliminary Judges:** Preliminary judges are professionals in the fields of science, math, technology, engineering, and city design/management who have volunteered their time to help make the Future City Competition happen. They will review your Virtual City slideshow, read your City Description, and evaluate your City Model and Presentation. Their scores will determine the Top 5 teams who will compete during the National Finals Ceremony. You will meet the Model and Presentation judges on Monday, February 15<sup>th</sup>!
- 5. Special Awards Judges:** Special Awards judges are representatives from engineering societies who are sponsoring a National Special Award. You can find the list of these awards on page 71 of your Future City Program Handbook or on Future City's website (<http://futurecity.org/awards>). Judges will spend five minutes with each team on Sunday, February 14<sup>th</sup> to determine the winner of their society's award.
- 6. Finals Judges:** Finals Judges will join us on Tuesday, February 16<sup>th</sup> during the National Finals Ceremony. They will see the models and hear the presentations from the Top 5 teams and determine the National Champion team.

**FUTURE CITY COMPETITION 2016 OFFICIAL TEAM**  
**EDUCATOR/MENTOR CHECKLIST**

COMPLETE?	TASK	DUE DATE
	Win Regional Finals Competition	
	Complete and submit the Online Registration Form ( <a href="https://linderglobal.formstack.com/forms/untitled_form_23_copy">https://linderglobal.formstack.com/forms/untitled_form_23_copy</a> ) to provide Linder with the necessary information to book hotel rooms, travel, model shipping and confirm your team's participation in National Finals	<b>2 days after your Regional Competition</b>
	After submitting the Online Registration Form, make travel arrangements for official team through Travel Partners  Email: <a href="mailto:office@travelpartnersllc.com">office@travelpartnersllc.com</a> Phone: 1-800-884-0070	<b>Must finalize within 5 days of Regional Competition.</b>  You must respond to Travel Partners by 5:00 P.M. the same day you receive your travel itinerary to confirm.
	Complete <b>2016 Regional Winners' Form Security Form</b> (p. 21) (One form per team)	<b>January 30</b>
	Sign and return the <b>2016 National Finals Honor Statement</b> (p. 23) (One form per team)	<b>January 30</b>
	Complete and return the <b>2016 Media Waiver Form</b> (p. 24) (One form per team member)	<b>January 30</b>
	Ship Model via FedEx. Maximum weight allowed is 75lbs. Cannot be larger than 30" wide x 54" long x 24" high. No wooden containers or packing peanuts.  Linder will email you a shipping label and return label. <u>Keep the return label and bring it with you.</u>	<b>MUST ship on February 8 or 9</b>

**FUTURE CITY COMPETITION 2016 OFFICIAL TEAM**

# OPTIONAL TASKS CHECKLIST

COMPLETE?	TASK	DUE DATE
	Submit request to substitute alternate to serve as part of the “official” 3 student presenters in event of emergency	<b>February 1</b>
	If you are arriving at BWI or IAD airports, arrange Super Shuttle Reservations (paid for by Future City Competition)	<b>February 1</b>
	If your team is arriving earlier or staying later than the scheduled National Finals dates, make personal reservations at Hilton or alternate accommodations.	<b>Prior to Arrival</b>
	Notify Linder Global if your team does not want to have a student share a room with a student of the same gender from another team	<b>2 weeks prior to the team’s scheduled arrival in DC</b>



## FUTURE CITY COMPETITION 2016

# FRIENDS AND FAMILY CHECKLIST

	TASK	DUE DATE
	Register to attend 2016 National Finals ( <a href="http://linderglobal.formstack.com/forms/untitled_form13_copy_copy">http://linderglobal.formstack.com/forms/untitled_form13_copy_copy</a> )	<b>February 1</b>
	Make hotel reservations. Group rate applies while room block lasts. Reservations for Capital Hilton can be made online using the code: FUTURE	In order to receive group rate, reservations must be made by February 1, 2016.
	Purchase tickets online for Welcome Pizza Party and Orientation on Saturday, February 13, 2016 (\$8 per person)	<b>February 1</b>
	Make reservations online for the DC Bus Tour on Monday, February 15, 2016 (free, reservations required)	<b>February 1</b>
	Pick up name badges at the Family & Friends Registration & Activity Desk	<b>Saturday, Sunday or Monday of National Finals</b>



**2016 REGIONAL WINNERS' INFORMATION FORM  
SECURITY FORM**

Please complete and return to [futurecity@linderglobal.com](mailto:futurecity@linderglobal.com) or send a completed hard copy to Linder at the address above by January 30, 2016.

*This information is needed in case the teams are invited to the White House or other secure government office. If the information is not needed, the form will be shredded.*

<b>Full Name</b> <i>(as it appears on birth certificate, or state issued ID for students or government issued picture ID - driver's license or passport for adults)</i>	<b>Date of Birth</b>	<b>Social Security Number</b>	<b>Are you a U.S. Citizen Y or N</b>	<b>Country of Birth</b>
Student # 1				
Student # 2				
Student #3				
Alternate				
Educator				
Mentor				



## 2016 NATIONAL FINALS MEDICAL RELEASE FORM

Please complete **one form for each student team presenter and the designated student alternate.**

Please complete and return to [futurecity@linderglobal.com](mailto:futurecity@linderglobal.com) or send a completed hard copy to Linder at the address listed above by January 30, 2016.

Student's Name \_\_\_\_\_ DOB \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

Father's Name \_\_\_\_\_ Home Ph (\_\_\_\_) \_\_\_\_\_ Bus Ph (\_\_\_\_) \_\_\_\_\_

Mother's Name \_\_\_\_\_ Home Ph (\_\_\_\_) \_\_\_\_\_ Bus Ph (\_\_\_\_) \_\_\_\_\_

**In an emergency when parent/guardian cannot be reached, please contact the following:**

Name \_\_\_\_\_ Home Ph (\_\_\_\_) \_\_\_\_\_ Bus Ph (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ Home Ph (\_\_\_\_) \_\_\_\_\_ Bus Ph (\_\_\_\_) \_\_\_\_\_

### MEDICAL HISTORY

Allergies \_\_\_\_\_ Other Medical Conditions \_\_\_\_\_

Physician \_\_\_\_\_ Ph (\_\_\_\_) \_\_\_\_\_

Medical/Hospital Insurance Company \_\_\_\_\_ Ph (\_\_\_\_) \_\_\_\_\_

Policy Holder's Name \_\_\_\_\_ Policy Number \_\_\_\_\_

### **THIS AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT MUST BE COMPLETED BEFORE STUDENT CAN PARTICIPATE.**

**TREATMENT FOR INJURY WILL BE BASED ON INFORMATION PROVIDED HEREIN.** I the undersigned parent/guardian of the above listed minor participant acknowledge and fully understand that each participant will be engaging in activities that could involve risk of injury, which might result not only from their own actions, inactions, or negligence, but the action, inaction, or negligence of others, there may be other unknown risks not reasonably foreseeable at this time assume all the risk and accept personal responsibility for the damages following such injury, hereby release, discharge, covenants to indemnify and not to sue DiscoverE's Future City® Competition, its affiliated organization, sponsors, employees, associated personnel, officers, directors, all of which are herein after referred to as "releasees" from any and all liability to each of the undersigned, his/her heirs or next of kin for any and all against any claim by or on behalf of the applicant as a result of the applicant's participation in the Program and/or being transported to or from the same, which participation, after careful consideration I hereby authorize, and which transportation I hereby authorize. I hereby give my consent to have a doctor of medicine or dentistry or associated personnel to provide the applicant/participant with medical assistance and/or treatment and agree to be financially responsible for the cost of such assistance and/or treatment. I, also agree to save and hold harmless and indemnify each and all parties herein referred to above as releasee from all liability, loss, cost, claim or damages whatsoever which may be imposed upon said releasee because of any defect in or lack of such capacity to so act or caused or alleged to be caused in whole or in part by the negligence of the releasee. I have read the above waiver/release and sign below voluntarily.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: ATTACH COPY OF YOUR INSURANCE CARD, FRONT AND BACK, TO EXPEDITE MEDICAL TREATMENT.**

This memo is also available at <http://futurecity.org/2016-national-finals-information>



**2016 NATIONAL FINALS  
HONOR STATEMENT (Ethics Statement)**

Please complete and return to [futurecity@linderglobal.com](mailto:futurecity@linderglobal.com) or send a completed hard copy to Linder at the address listed above by January 30, 2016.

We, the undersigned, do affirm that we have read and complied with the rules of the 2014-2016 Future City® Competition, and that the work we are presenting to represent our school is original work done by the students. The Educator/Coach and the Mentor were only advisors to the project.

<b>Date:</b>	
<b>FC Regional Site:</b>	
<b>Student # 1: (print name)</b>	
<b>Signature:</b>	
<b>Student # 2: (print name)</b>	
<b>Signature:</b>	
<b>Student # 3: (print name)</b>	
<b>Signature:</b>	
<b>Student Alternate: (print name)</b>	
<b>Signature:</b>	

**Verified for Accuracy:**

\_\_\_\_\_  
(Signed by Educator)

\_\_\_\_\_  
Date

**Verified for Accuracy:**

\_\_\_\_\_  
(Signed by Mentor)

\_\_\_\_\_  
Date



## 2016 MEDIA WAIVER FORM

Please complete and return to [futurecity@linderglobal.com](mailto:futurecity@linderglobal.com) or send a completed hard copy to Linder at the address listed above by January 30, 2016.

### Student Media Waiver

By signing below, we give our consent to DiscoverE and Future City® and any of its official sponsors or affiliates to use the student's name, photograph, likeness and all work product including essay, city narrative, and model in order to promote the Future City Competition. We understand that the student may be called upon by journalists to answer questions about his/her involvement in the Future City Competition, and we will also allow the student to speak to any media via phone or television.

**Date:**

**FC Region:**

**Student Name (Please Print):**

**Guardian Name (One Only):**

**Guardian Signature:**

**Guardian's Email:**

**City: State: Zip:**

### Educator/Mentor Media Waiver

By signing below, I give my consent to DiscoverE and Future City® and any of its official sponsors or affiliates to use my name, photograph and likeness in order to promote the Future City Competition. I understand that I may be called upon by journalists to answer questions about my involvement in the Future City Competition, and I will also speak to any media via phone or television.

**Date:**

**FC Region:**

**Name (Please Print):**

**City: State: Zip:**

**Signature:**