



RoboMaster 2019 Robotics Competition

Competition Participant Check-in Instructions



Prepared by the RoboMaster Organizing Committee (RMOC)
July 2019



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General Rules

The RoboMaster 2019 Robotics Competition's International Regional Competition, Wild Card Competition, Individual Final Tournament (henceforth referred to as "RM2019") participant dorms for RM2019 are provided by Shenzhen No. 2 Senior High School. Accommodations are arranged by the RoboMaster Organizing Committee (RMOC) in conjunction with Shenzhen No. 2 Senior High School.

In order to guarantee excellent accommodations for all participating teams during the competition period, Shenzhen No. 2 Senior High School and the RMOC have agreed to the following relevant administration guidelines. All the participating teams who check in must completely read and abide by the dormitory management conditions set forth. The captain must also sign to confirm acknowledgement.

1. Check-in Process

No.	Date	Item	Content
1	7/3	Final confirmation of check-in information	Accommodations are assigned according to school and number of people.
2	7/10	Teams must read these <<Check-in Instructions>> carefully and respond.	1. Carefully Read <<RM2019 Check-in Instructions>>.
3	7/20 to 7/28	International Regional Competition and Wild Card Competition teams must send materials by post to Shenzhen No. 2 Senior High School - Shipping and Receiving Office.	1. For teams who require materials sent by post, please carefully read about the postal process in Appendix 1. 2. This will be sent express; materials sent outside the post period will not be accepted.
	7/27 to 8/3	Send Final Tournament team materials to Shenzhen No. 2 Senior High School - Shipping and Receiving Office	



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4	7/24 to 7/26 8:30 a.m. to 10:00 p.m.	Wild Card Competition teams must report to the accommodations office to check in.	<p>1. While staying here (without distributed competition credentials), entrance to the school is restricted to: Captains holding a competition notice + individual identification registration, which shows the number of people; individual electronic competition notice + individual school name + name + individual identification.) Other Conditions: Contact volunteers, volunteers need to bring; (sent competition documents), in order to enter the school. Competition Documents. Volunteer Coordinator name, contact method: 13026721245.</p> <p>2. Captain has competition notice (or invitation letter) accommodation registration, and has signed the Check-in Instructions.</p> <p>3. Every Team must pay a deposit of 300CNY</p> <p>4. Every Dorm Leader must pay 500 CNY electronically.</p> <p style="color: red;">Every dorm room's electricity fee is your own responsibility. Prepaid electricity fees will be calculated after each team leaves the dormitory.</p> <p>5. Every dorm room's leader will receive up to 6 locking cabinet keys.</p> <p>6. If team members reserve a mattress ahead of time, report to the Material Receiving Office on the day with your competition notice and invitation letter to collect your mattress.</p> <p>7. Air conditioning remotes are not distributed evenly. Every team must use a predownloaded air conditioning remote control on a cell phone or download the universal remote app (For download process, please see appendix 3) Note: Cell phone must</p>
	7/24 to 7/31 8:30 a.m. to 10:00 p.m.	International Regional Competition teams arrive at the Accommodations Office	
	8/1 to 8/3 8:30 a.m. to 10:00 p.m.	Final Tournament teams arrive at the Accommodations Office to check in.	

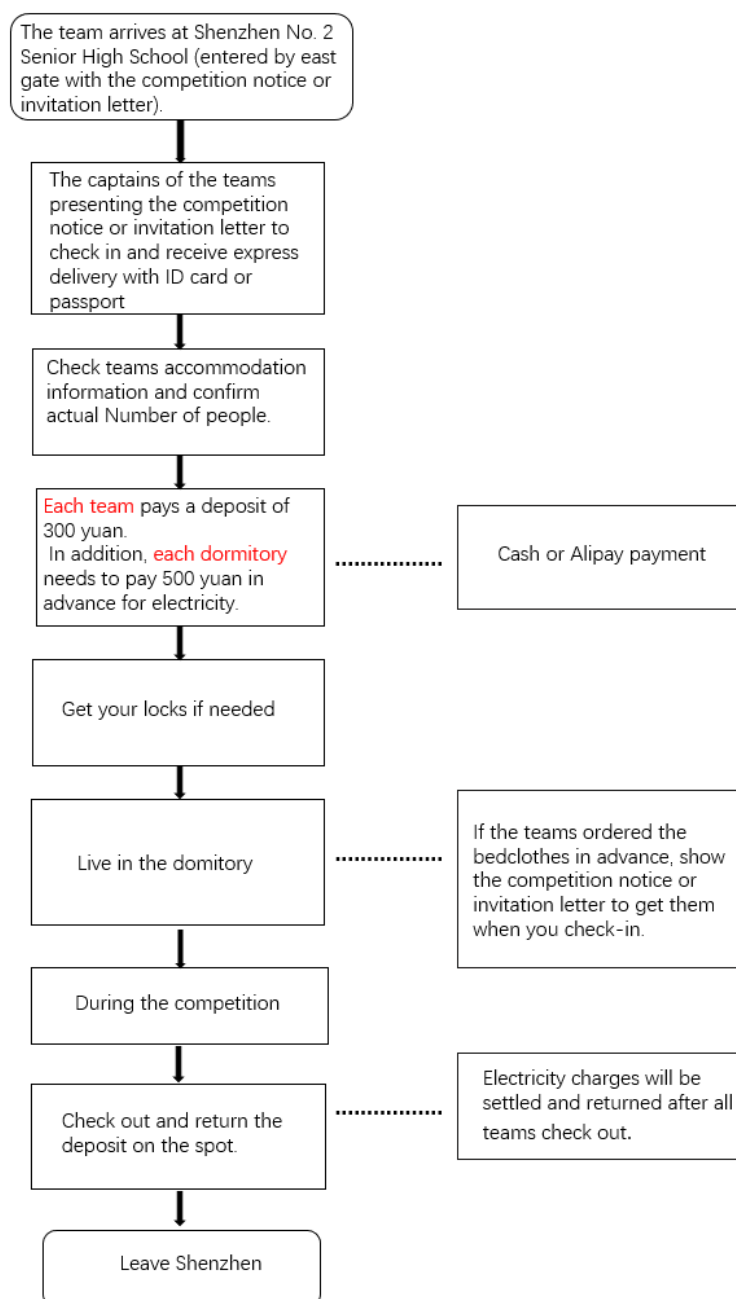


			have an infrared emitter function.
5	7/24 to 8/11	Participating teams can use classrooms to inspect and repair robots.	<ol style="list-style-type: none"> 1. Open Classrooms, provided to temporarily inspect and repair robots and charge equipment. 2. Every team has an assigned inspection and repair area. Please conduct all inspection and repair activities within your assigned area. 3. Inspection and repair areas have fixed charging points available. Participating teams are kindly asked to bring their own power supplies and transfer tools. 4. Participating teams who have completely finished the competition course may no longer use the inspection and repair areas.
6	7/30 to 8/12	Provided Storage Rooms	<ol style="list-style-type: none"> 1. 2 Open Classrooms (assigned in certain circumstances), are provided for the temporary placement of robots by teams who have already completed the competition course. 2. We only provide storage, we do not provide caretaking. The Organizing Committee is not responsible for any lost items. 3. Robots need to be stored according to staff directions. When storage is finished, you must depart immediately. You may not remain in the storage area for an extended period. 4. After they have left the dorms, teams may not place their robots in the storage area.
7	7/29 to 8/12 8:30 a.m. to 9:30 p.m. 8/13	Leaving the dormitory.	<ol style="list-style-type: none"> 1. Register to leave the dorms. 2. Straighten up and clean the dorms. Place the trash in a bag by the dormitory door. 3. Dormitory members must personally take their mattresses to the assigned area, otherwise money will be deducted from the



	8:30 a.m. to 4:00 p.m.	deposit accordingly. 4. Rooms will be inspected to assess damages and deposits will be returned on the spot.
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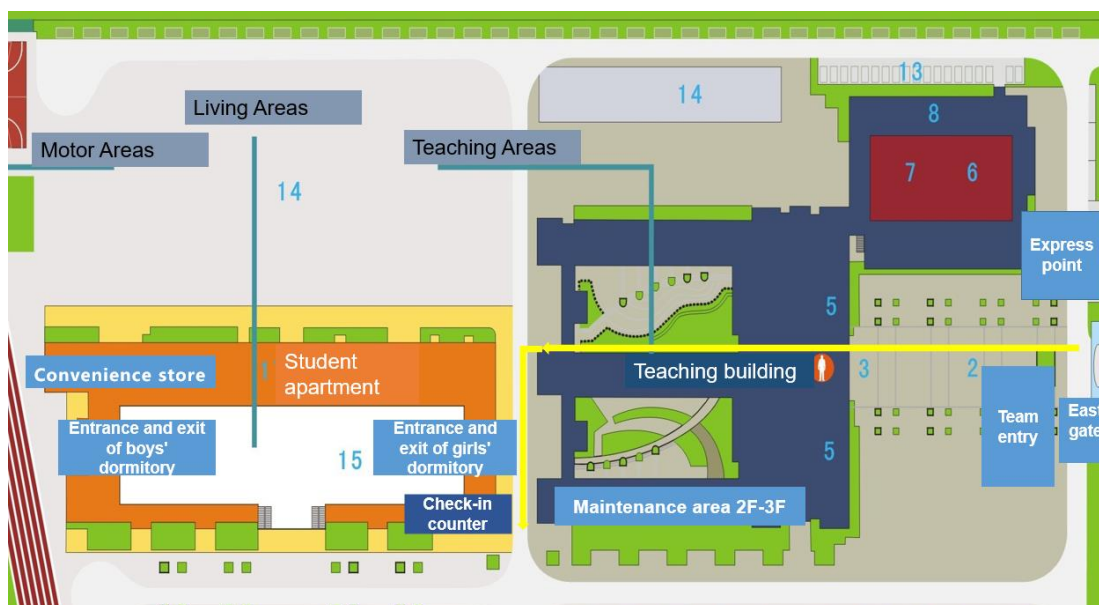
Check-in process diagram:



2. Follow the path

Dormitory Location: Shenzhen No. 2 Senior High School

Dormitory Address: #3, North Side of Xili Chaguan Rd, Nanshan District Shenzhen/ #3 Xili Chuangke Rd, Nanshan District Shenzhen



3. Dormitory Management Rules

- 1) On the day of check-in, Captains of the teams participating in the RM2019 International Regional Competition, Wild Card Competition, and Individual Final Tournament are responsible for bringing the Competition Notice and Letter of Invitation to the Dormitory Management Office to handle check-in procedures.
- 2) Only registered members of participating teams who are already staying in the dormitory may enter the dormitory. Other people are not allowed and may not enter. As soon as this is verified, the corresponding amount will be deducted from your deposit, and you will not be authorized to stay in the dormitory.
- 3) Before participating teams handle the checkout procedures they must remove all of their team's possessions from the dorm, and conduct a basic cleaning of the dorm. Mattresses must be taken to the proper area, otherwise the corresponding amount will be deducted from the deposit.
- 4) In order to guarantee the dormitory's facilities are in good condition and the site is complete,



every participating team needs to provide the required deposit. **300 CNY/Team** Security deposits will be returned in full as long as participating teams: do not wreck the dormitory or inspection and repair room facilities; do not engage in behavior that violates the management rules; move their mattresses to prescribed locations; clean their dorms in the process of leaving. **(AliPay Transaction Support)**

- 5) After the dorm leaving process is complete, articles remaining in the dorms will be considered discarded, and will be cleaned up by the dormitory management service center.
- 6) Participating teams need to clean up their inspection and repair areas every day. Food and trash in the inspection and repair area must be put in the designated location.
- 7) Smoking is not allowed in the school. Violators will be fined 50 CNY.

4. Administrative Order Conditions

- 1) Everybody staying in the dormitory is personally responsible for complying with their own work and rest cycles, lights out times, and bedtimes. The Dormitory Management Service Center will close at 24:00 and self-study classroom will be closed from **(00:00-5:50)**. Participating team members cannot freely enter and exit during this time.
- 2) Anyone staying in the dorms needs to remain quiet during the afternoon rest period from **(12:00 p.m.- 2:00 p.m.)**, no loud noises or commotion, or any other activity that will affect team member's resting.
- 3) Anybody staying in the dorms needs to remain quiet from **10:00 p.m. - 6:00 a.m.**. Walk lightly and do not have loud conversations or make commotions; We must be careful not to impact Junior students on their regular school break. If any of the above occurs, you will receive a warning. If the warning is ineffective you will be forced to leave the dorms.
- 4) Anybody staying in the dorms must submit to the administration by dormitory management personnel. You may not refuse dormitory management personnel's inspections and you may not hinder the normal work of the personnel.
- 5) It is strictly forbidden to create disturbances in the dormitory, drink to excess, gamble, play mahjong, fight, beat on pots, throw bottles, smoke, or siphon electricity. If any of the above occurs, you will receive a warning. If the warning is ineffective, you will be forced to leave the dorms.
- 6) Regarding dormitory common items and furniture, dismantling or moving these without authorization is not permitted. If lost or damaged, you will pay the price of the item.
- 7) Anyone staying in the dorms must conserve water and electricity. Turn off your lights and stop running water when you leave. Avoid leaving the lights on or the water running.

5. Safety Conditions

- 1) Smoking, setting off firecrackers, fireworks, and flammable items are strictly prohibited inside the dorms. Moving or damaging dormitory smoke detectors or fire protection equipment such as emergency lights, fire extinguishers, evacuation signs, etc. is also strictly prohibited.
- 2) The school dormitory does not provide locks, everybody staying in the dormitory needs to guard against theft; if the dormitories are robbed, you need to protect the scene and inform office personnel and security personnel in a timely manner; Cell phones, portable computers, digital cameras, valuables and wallets. You must take care of your keys. Since it is the teams' own responsibility to look after valuables, the organizing committee does not accept responsibility for them.
- 3) The use of personal power supplies, hotplates, electric rice cookers, electric irons, electric heating jugs, electric heating rods, or electric tools with a power of over 200W and high volume acoustics is strictly prohibited inside the dorms. Participating teams must not take the dormitory areas' electricity or water for personal use.
- 4) If a security problem arises, contact staff or dormitory management personnel as soon as you can.
- 5) Due to construction and demolition projects, entrance to the school athletics field, sports area and nature area is prohibited in the mornings from (11:20-11:30) and in the afternoons from(4:00-4:20) Violators are responsible for the consequences.
- 6) Shenzhen City's Nanshan district prohibits the flying of drones. Drone test flights are strictly prohibited.

6. Dormitory Services Conditions

- 1)** Damaging, nailing, drawing on, or sticking things to doors, windows, walls, etc. are strictly prohibited in the dormitory.
- 2)** All participants must pay personal attention to the cleanliness of the dormitory and be responsible for all dormitory tidiness and cleanliness.
- 3)** Please bag up your trash and put it in the designated area every day. Clear the wastepaper baskets regularly.
- 4)** Sinks Don't leave things in the toilet bowl and avoid clogging it.
- 5)** Don't throw things (down) out of the building. Trash.
- 6)** The dormitory area's food waste must be put in the food waste receptacle located on each floor.

7. Other Conditions

- 1)** When participants are collecting mail and packages, they must present their identification or passport and register the mail.
- 2)** Participant teams who use the inspection and repair areas provided by the Planning Committee must obey administrative personnel orders and administration, as well as pay attention to personal safety.
- 3)** The planning committee will provide a round trip shuttle from 7/24-7/30/2019 between the dormitory and Shenzhen University's Houhai Campus; From 7/31-8/11 a free round trip shuttle is provided between the dormitory and the Qing Youth Palace. For details please see Appendix 2.
- 4)** Because the school providing the dormitories is a closed high school, there are no electrical supply interfaces you can plug into. That means you cannot charge cell phones or other electronics in the dorms. Due to these circumstances, please bring your own mobile power pack.
- 5)** If participating teams have unexpected repair needs, they can go to the inspection and repair rooms. Every participating team needs to conduct repairs according to the organizing committee's regulations. Occupying another team's inspection and repair space, or opening your own repair area is prohibited.



- 6) International Regional Competition, Wild Card Competition, Final Tournament, and individual Final Tournament teams must complete check-in procedures by the designated times. You may not move in or report to the preparation area early.
- 7) Robots and repair tools may not be left in the classrooms or dormitory hallways.
- 8) In order to prevent damage during possible rains, participating teams must collect their mail as early as possible. If postal items are damaged, the organizing committee will not be held responsible.
- 9) The last time to check out of the dorms is **8/13 at 16:00**. Teams must not stay late in the dormitory area, otherwise their deposit will be deducted from.

Appendix 1: Postal Process

Steps	Process	Notes
1	Material Packaging	<p>1. Materials must be shipped express and packed according to standards to guarantee the materials aren't damaged in the process.</p> <p>If your competition materials are damaged because of the way you packed them or the damage is caused by the express shipping company, the team will take full responsibility.</p> <p>2. Express shipping packaging must clearly show the team's information, to make it easy to receive, confirm and search for.</p>
2	Express Shipping By Mail	<p>All information must be filled out in regular script.</p> <p>Recipient: Captain's Name</p> <p>Recipient's Contact Method: Captain Contact Phone</p> <p>Recipient Address: Shenzhen No. 2 Senior High School Shipping and Receiving office, #3 Chuangke rd, Xili town, Nanshan District, Shenzhen</p> <p>Note: If the shipment is refused, you are responsible for all express postal fees.</p>
3	Feedback Information	<p>1. Send team express mail shipping information in a text to the dormitory manager phone 13026721245</p> <p>2. Express Shipment Packing Information is below:</p> <p>Competition Participant School:</p> <p>Express Shipping Company</p> <p>Express Shipment Unit No.</p> <p>Express mail parcel number contact person and method</p> <p>Note: Express mail without this information will be refused:</p>
4	Receiving Feedback	<p>Teams who register their express mail with a company can track its progress. If you have any questions, please ask a volunteer.</p> <p>Note: The express mail collection location will be open from 7/20-8/3. Teams who do not send their express mail within the designated period will have to resolve the issue themselves.</p>
5	Signing for Express Mail	<p>Bring captain's identification and competition notice or letter of invitation to collect a team's packages. Identification and recipient name must match to collect the packages.</p>



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Appendix 2: Shuttle Schedule

Note: Teams who need to ride the shuttle must be accompanied by their captain to board. The captain needs to count his team members and, when the count is complete, you may return to the dormitories as a group. Team Name + all present and on the bus; listen to commands from the staff; The bus will depart on time. Anybody who misses the bus must make their own way to the stadium.

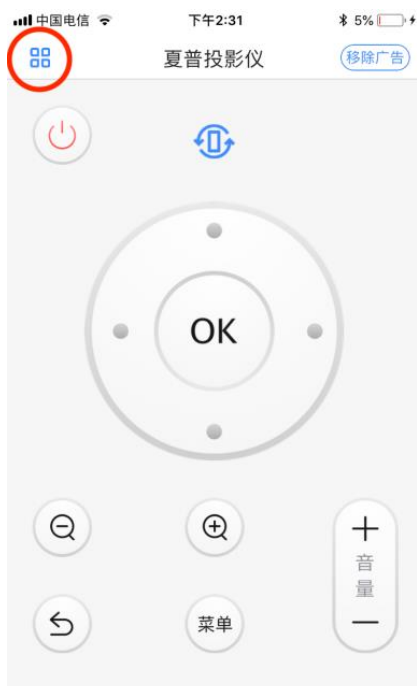
Shuttle Bus Schedule is also posted at <<[RM2019 Participating Team Check in Instructions](#)
V2.0>>

Appendix 3: Universal remote app download and linking process

1、Go to the app store and search for "Universal remote control", click download, and, once the download is finished, click the "Universal Remote Control App".



2、Open the app and enter the main screen. The button in the upper left side can be used to add or remove installed electronic remotes. Caution! If this is your first time using the app, you can directly select the appliance type and start on the 4th step



3、Click the "+" again to add numbers and equipment.



4. On the "Add Control" page, select the type of household device you want to control. Select the type you need.



5. Then, select the brand of electronics you need



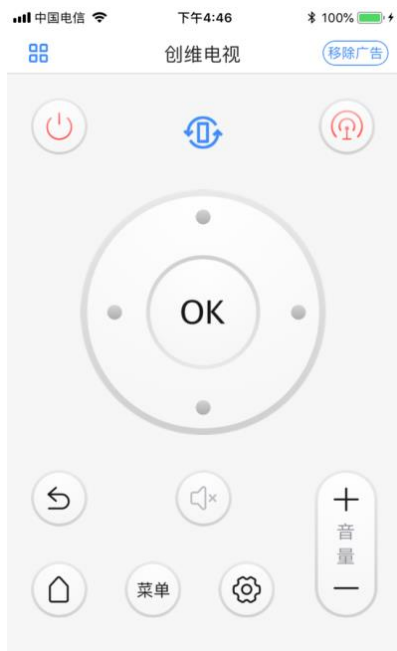
6. After you're done making your selection, you will proceed with the most important step. Here you need to let the app distinguish between the household devices you want to control. Click the Open/Close/Add/Remove button on the screen. If the devices aren't responding, just click "Not responding." Once most of the buttons create a response, click the bottom saying "Responding". However if the model numbers on the electronics are different, you may need to check if the biggest code number is different. If it continues to not respond, please try all of the infrared code groups.





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7. After the test run is complete, the app will distinguish between the model numbers of your electronics and you can use it to control them.





I have thoroughly read <<Check-in Instructions>> and agree to abide by the above conditions. I agree to respect the administrative rules as well as respect the staff and dormitory management workers' management and schedule.

Captain Signature:

Date:



I have thoroughly read <<Check-in Instructions>> and agree to abide by the above conditions. I agree to respect the administrative rules as well as respect the staff and dormitory management workers' management and schedule.

Captain Signature:

Date: