



Piece by Piece at Global Finals 2023

Congratulations to you and your team on your accomplishments this year. We look forward to meeting and working with you at Global Finals 2023! It has been our honor and privilege to serve as your International Challenge Masters for the Technical Challenge, Piece by Piece. Our goal is to assist your team in having a great experience in Kansas City. To help you prepare for your experience, we'd like to share some information about the Presentation Sites and Prop Storage. **There is a LOT of information in this letter, so please read it carefully.**

The Global Finals tournament begins **Sunday, May 21st at 8:00 a.m.** and concludes **Tuesday, May 23rd at noon.** The Closing Celebration will begin at **4:00 p.m. on Tuesday at the Municipal Arena.**

Please keep checking the Global Finals website for any updates: <http://www.globalfinals.org>.

**Note that due to street closures during the event, GPS will not give accurate driving directions. Please use Destination Imagination maps (<https://www.globalfinals.org/getting-around/>) to navigate to event entrances.

Katy Kolasinski (Alabama) and Gemma Smith Stumpf (Minnesota) will be the International Challenge Masters for the Technical Challenge.

**There will be two sites for the Technical Challenge:
Elementary and Secondary Level Site, 2103A
Middle Level Site, 2103B**

Team Manager Videos

Team Manager information videos will be available on our website at <https://www.globalfinals.org/team-manager-info/> prior to the tournament. These videos will NOT be live streamed, so you can watch them at your convenience! The Team Manager of record will receive an email when videos are available. There will be 4 videos for you to watch:

- A general information video for Team Managers, with information and reminders about the overall tournament
- A Challenge-specific video featuring your Team Challenge International Challenge Masters, answering questions from you! Please [fill out this form](#) to submit questions to your Team Challenge ICMs. All questions must be submitted by Sunday, May 7 at 11:59 p.m. Keep in mind that all questions must be “for the good of the group” and not specific to your team’s solution. You may ask questions about site-specific procedures or Challenge interpretations for Global Finals.
- An Instant Challenge video featuring the Instant Challenge International Challenge Masters, answering questions from you! Please [fill out this form](#) to submit questions to the Instant Challenge ICMs. All questions must be submitted by Sunday, May 7 at 11:59 p.m. You may ask questions about Instant Challenge procedures or the sites.

- A Presentation Site walkthrough to show your team where to go before, during, and after Team and Instant Challenge during the tournament. This video will not be released until Saturday, May 20 sometime in the afternoon or early evening.

These videos will continue to be available to you throughout the tournament. Note that there is NO in-person information meeting for Team Managers prior to the tournament.

Watching Team Presentations

While there are so many fun activities happening at Global Finals, one of the most exciting events is the tournament itself! We encourage your team to watch as many Presentations as possible throughout the week. Watching other teams in the same Challenge helps to extend your team members' learning past their own solution, and watching teams in other Challenges can open their eyes to new and exciting ideas.

At registration, your team will receive several "Buddy Up" cards. We encourage your team to fill out these cards and exchange them with other teams you meet during the event. It's a great way for your team members to advertise their own solution, make new friends, and support other teams as they present!

Behavior at the Event

Please take a few moments before your arrival to talk with your team about appropriate behavior during the event. Keep in mind, there will be people from all over the world in attendance, with many different backgrounds and cultures. To ensure an amazing experience for all participants, please remind your team to be respectful of others at all times.

Health and Safety

Please take a few moments before your arrival to review the health and safety policies for Global Finals, found at <https://globalfinals.org/health-safety/>. This is where you will find the most up-to-date information about masking guidelines, along with lots of other valuable information for your time at Global Finals! Be sure to check this page often for any updates.

Prop Storage

For all Challenges and competition levels, Prop Storage will be located in Bartle Hall on the 3rd floor of the KCCC. Each team will have a designated Prop Storage booth, organized by Challenge, for the entirety of the event. Booths for teams in the Technical Challenge will be located in or near Exhibit Hall A. You will be notified of your specific booth number after April 20. Each booth will be a space that measures approximately 8ft x 8ft (2.44m x 2.44m) and will be identified with your booth number, Team Number, and Team Challenge time. We encourage your team to use this space as a place to display and work on props, meet as a team, or just hang out during the event!

"Garage" spaces will be located throughout Prop Storage and will be available for teams to work on elements of their Team Challenge solutions. Tables and electrical outlets will be available in these spaces. Your team should plan to bring any tools you need to work on your props. (See **Global Finals-Specific Restrictions** later in this letter for more information.) If you find that you are missing something, teams are usually happy to share tools or supplies, but please do not borrow equipment from other teams without their permission. Your team should plan to limit your time in the garage to

about 20 minutes each time you visit to make sure other teams are able to use this shared space as well.

There may be a limited number of carts and/or dollies available to help your team move from your vehicle to your Prop Storage Booth, if you are driving props. **If your team needs a cart or dolly to move props to and from the Presentation Site, you should plan to bring it with you to the event or find a way to carry all necessary items.** A limited number of dollies and carts will be available for free rental at the Convention Center on a first-come, first served basis. Those opting to rent will be required to leave a valid driver's license, credit card, and signed rental form, and will be charged \$600 for any unreturned cart.

Please note that no one will be permitted in Prop Storage without credentials, which must be received by the Team Manager at registration in the Little Theater (Municipal building).

Keep in mind that you should always have your props in your possession or **inside** your Prop Storage booth. Unattended items left outside the Prop Storage booth (for example, in the garages, hallways, or other areas of the convention center) might be considered abandoned and mistakenly disposed of by tournament staff and officials. Props **must not** be stored in the aisles between Prop Storage booths.

We want to maintain a safe atmosphere for participants, teams' props, and the building, so please ensure that your participants refrain from running, throwing, or roughhousing in Prop Storage.

Prop Storage will be open to teams during the following hours:

- Saturday: 9:00 a.m. – 9:00 p.m.
- Sunday: 6:30 a.m. – 9:00 p.m.
- Monday: 6:30 a.m. – 9:00 p.m.
- Tuesday: 6:30 a.m. – 3:00 p.m.

You MUST remove all team gear and props from the Prop Storage Area before 3:00 p.m. on Tuesday. Any remaining items will be sent to lost and found and/or disposed of after that time. If you suspect that an item has been sent to lost and found, you will need to call **816-513-5111** after 3:00 p.m. in order to retrieve your items. No one will be admitted into Bartle Hall after 3:00 p.m. on Tuesday. For more information about lost and found, please visit <https://globalfinals.org/lost-found/>.

Be sure to visit <https://globalfinals.org/team-props/> for important information on shipping and driving props to the KCCC.

Practicing

Your team may choose to practice your Challenge solution in your Prop Storage booth (as long as you do not take up more than your allotted space), the Garages in Prop Storage, the hotels, outside, or at some other location. Teams will **NOT** be allowed to practice at the actual Presentation Site. We want to make sure that we provide a level playing field and a safe environment for all teams and that we protect the Presentation Sites and equipment.

Interference

Remember that rules of Interference for Team Challenges still apply! (See Section VI of Rules of the Road.) Appraisers and other tournament officials can and will deduct points for Interference in order to keep a level playing field for all teams.

Remember that **only team members** may:

- o Re-assemble or repair equipment or props.
- o Fix hair, costumes, or make-up.
- o Make suggestions about ANY part of the team's solution, including the Presentation or how to move props into the Presentation Area.

Parents, supporters, and Team Managers may assist the team with physically carrying props and equipment from Prop Storage to the Pre-Prep Area and Prep Area, and from the Prep Area to the Launch Area. They **must not** help move props from the Launch Area into the Presentation Area after time begins.

Online Forms

Please note that your team must complete and submit your Tournament Data Form, Expense Report, Team Challenge Prep Checklist, and Instant Challenge Prep Checklist through the Resource Area. See the Tournament Guide for Teams, found in the Documents section of the Resource Area, for a step-by-step guide on completing the online forms.

It is highly recommended that your team print 1 copy of the Tournament Data Form, Expense Report, Team Challenge Prep Checklist, and Instant Challenge Prep Checklist as a backup in case of any issues during the tournament.

Keep it brief! The Tournament Data Form is meant to help the Appraisers quickly learn what they need to watch for in your Presentation. The details can be explained further after the Presentation, while the team talks to the Appraisers. They are really interested and want to know about your team's solution, but the tournament schedule doesn't allow time to read long descriptions on the Tournament Data Form. Be sure your team's descriptions stay within the character limits set in the online forms.

Be sure to review all entries on your team's Expense Report for accuracy. The Appraisal Teams will be reviewing all Expense Reports closely to ensure a level playing field. If your team has any receipts for items you purchased for your solution, you must attach an image or PDF of each receipt in the Expense Report.

Pre-Tournament Check

Your team is strongly encouraged to participate in the Global Finals Pre-Tournament Check. If you choose to participate in the Pre-Tournament Check, your team's online forms will be checked by a Virtual Prep-Appraiser. **Your team must submit all online forms by 11:59 p.m. on Monday, May 1, 2023 in order to participate in the Pre-Tournament Check.** After reviewing your team's forms, the Pre-Tournament Prep Appraiser will change your team's status to either "resubmit" (if changes are needed) or "pre-checked" (to indicate that your submission is ready to be reviewed by the Prep Area Appraiser on site). The Pre-Tournament Prep Appraiser is not required to follow up with your team after sending initial feedback to the Team Manager of record, but they will be monitoring the system.

So, if you have questions about the feedback, your Team Manager may contact the Pre-Tournament Prep Appraiser through the Resource Area Messaging System to ask for clarification.

If your team met the Pre-Tournament Check deadline, you will receive feedback from the Pre-Tournament Prep Appraiser on or before Monday, May 8, 2023.

Whether or not your team chooses to participate in the Pre-Tournament Check, your online forms will be reviewed by the Prep Area Appraiser just prior to your Team Challenge Presentation at the tournament. Keep in mind that the Prep Area Appraiser may identify issues that were not addressed during the Pre-Tournament Check. This is because it may be impossible for the Pre-Tournament Prep Appraiser to identify all issues without seeing elements of your team's solution in person.

If your team chooses not to participate in the Pre-Tournament Check, all of your online forms must be completed and submitted prior to meeting the Pre-Prep Appraiser in the Pre-Prep Area prior to your Team Challenge Presentation time. Keep in mind that by not participating in the Pre-Tournament Check, if major issues are identified on site, the tournament schedule cannot be delayed for your team to make any necessary changes. Your team will be given time only as the tournament schedule allows.

Tournament Flow

For Global Finals 2023, your team will be participating in Instant Challenge just after presenting your Team Challenge solution. Therefore, the tournament flow may be slightly different than what your team has experienced at other tournaments.

If your team is moving props from Prop Storage, approximately 60-90 minutes before your Presentation time, your team should begin moving everything you need to the Technical Challenge elevator and escalators. **Note that Prop Storage Officials will NOT inform your team when it is time to begin moving your props. Whether you are moving from Prop Storage or directly moving props from your vehicle, your team is responsible for getting to the Pre-Prep Area on time, approximately 40 minutes before your Presentation time.** (See below for more information on the Pre-Prep Area.) You should use the escalators located in Exhibit Halls A. The elevator for the Technical Challenge is also in Exhibit Hall A, close to the escalator on the east side of the building.

Smaller items may be transported using the escalators if there are no safety issues. Your team should make every attempt to pack props safely so that as many items as possible can be transported down the escalators, since other teams will also be needing to use the elevators during this time. Larger/unsafe props will be directed to the Technical Challenge elevator. Your team should be prepared to fit your props into an elevator that measures 83in x 60in, with a height of 90in (2.1m x 1.5m, with a height of 2.3m).

Approximately 40 minutes before your Presentation, you should begin moving all props down the escalators and elevators and into the Pre-Prep Area. (The Pre-Prep Area will be clearly marked for your Challenge and level and will be close to your Presentation Site. This is a place where your team can place your props while you are moving them from the Exhibit Hall to the 2nd floor.) The Pre-Prep Area Appraiser will check to make sure all of your team's required forms are complete. **Please note that it may not be possible for your team to use the elevator outside of your designated move time.**

Approximately 20 minutes before your Presentation, your team will move from the Pre-Prep Area to the Prep Area to complete the check in process. It is recommended that your Team Manager brings a device on which they are able to access the Resource Area in case it is necessary to make changes to your online forms during your time in the Prep Area. The Prep Area Appraiser will also have a device on which they can make changes for your team if the Team Manager is unable to use their own device.

Team Challenge Presentation Site Information

- The Technical Challenge Presentation Site will be on the second floor of the Kansas City Convention Center.
- As per Section IX.A.4 of Rules of the Road, all props should fit through a standard door, measuring 30in x 76in (0.76m x 1.93m). There will be a doorway into the Presentation Site.
- The Launch Area will be located on one side of the Presentation Area. It will be marked with tape.
- The Presentation Areas have high ceilings and short-napped carpet. There are no restrictions on the area team members may use to present.
- As noted in the Challenge, a single 3-prong electrical outlet will be provided at the edge of the Presentation Area for your team's use. This outlet will be at the end of an extension cord, which the team may move, as long as the extension cord does not come unplugged.
- While Presentation Sites are separated by walls, some noise from other nearby sites may be heard. Team members should be prepared to speak loudly in order for the Appraisers and audience to hear them.
- The Appraisers will move around the Presentation Area so they can see and hear the teams.
- The lights in the Presentation Site cannot be turned off or dimmed.
- Teams will not have much additional time in the Launch Area to assemble or organize props.
- Microphones will **not** be provided for any team.

After the Team Challenge Presentation

Due to the number of teams and time constraints, staged pictures cannot be taken of the team in the Presentation Area. At the conclusion of your team's Presentation, the team will take a bow and the Appraisal Team will talk to the team members for a few minutes. The Team Manager, parents, and supporters should remain with the audience until the Timekeeper/Announcer invites them to assist the team with clean up and removal of the team's Challenge solution.

At that time, the team will move to the Instant Challenge Prop Drop Area. You may leave your props in this area during your Instant Challenge experience or your team's supporters may move your props back to vehicles, to the dumpster, and/or back to Bartle Hall, using the same elevators and escalators as before. Your team is encouraged to bring your props back to your booth to continue to display them for the rest of the event. See below for more information about disposing of Team Challenge props.

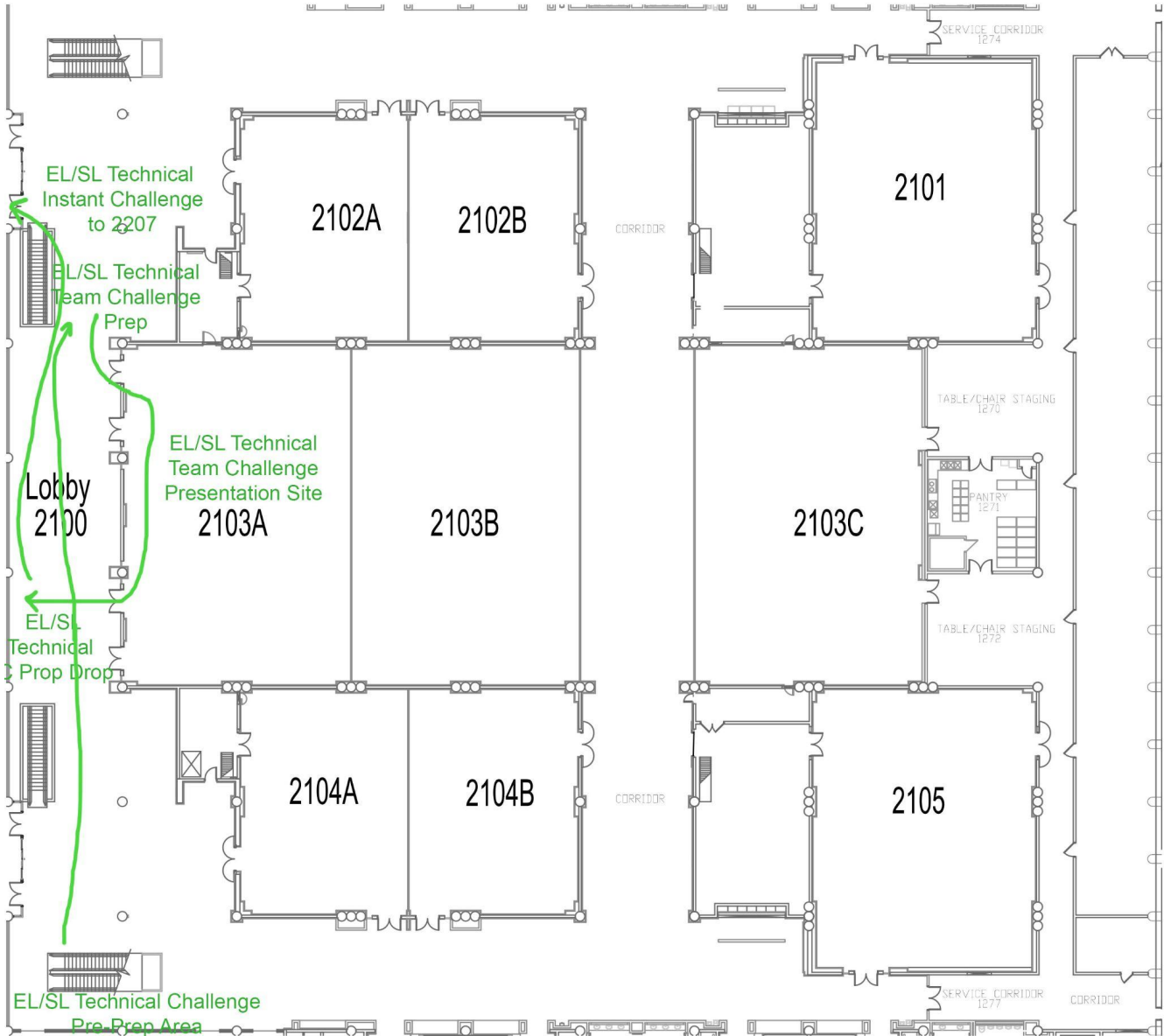
Your team will have approximately 20 minutes to drop your items into the Instant Challenge Prop Drop Area (if you will leave props there), move to the Instant Challenge Prep Area, and check in with an Instant Challenge Appraiser. No Team Challenge Presentation items will be allowed in the Instant Challenge room. During your Instant Challenge Prep time, your team should plan to remove any large or restrictive costume items that may interfere with the Instant Challenge. The Instant Challenge Prep Area Appraiser will check that all team members who will participate in the Instant Challenge are present, that your team will honor the Instant Challenge promise, and that you will not take any prohibited items into the Instant Challenge room.

After your Instant Challenge Prep time, an Instant Challenge Appraiser will escort you into your Instant Challenge room and your team will complete your Instant Challenge. Following your Instant Challenge, your team must return to the Instant Challenge Prop Drop Area to retrieve any props you left there. Your team must not leave any items in the Instant Challenge Prop Drop Area after you have completed your Instant Challenge.

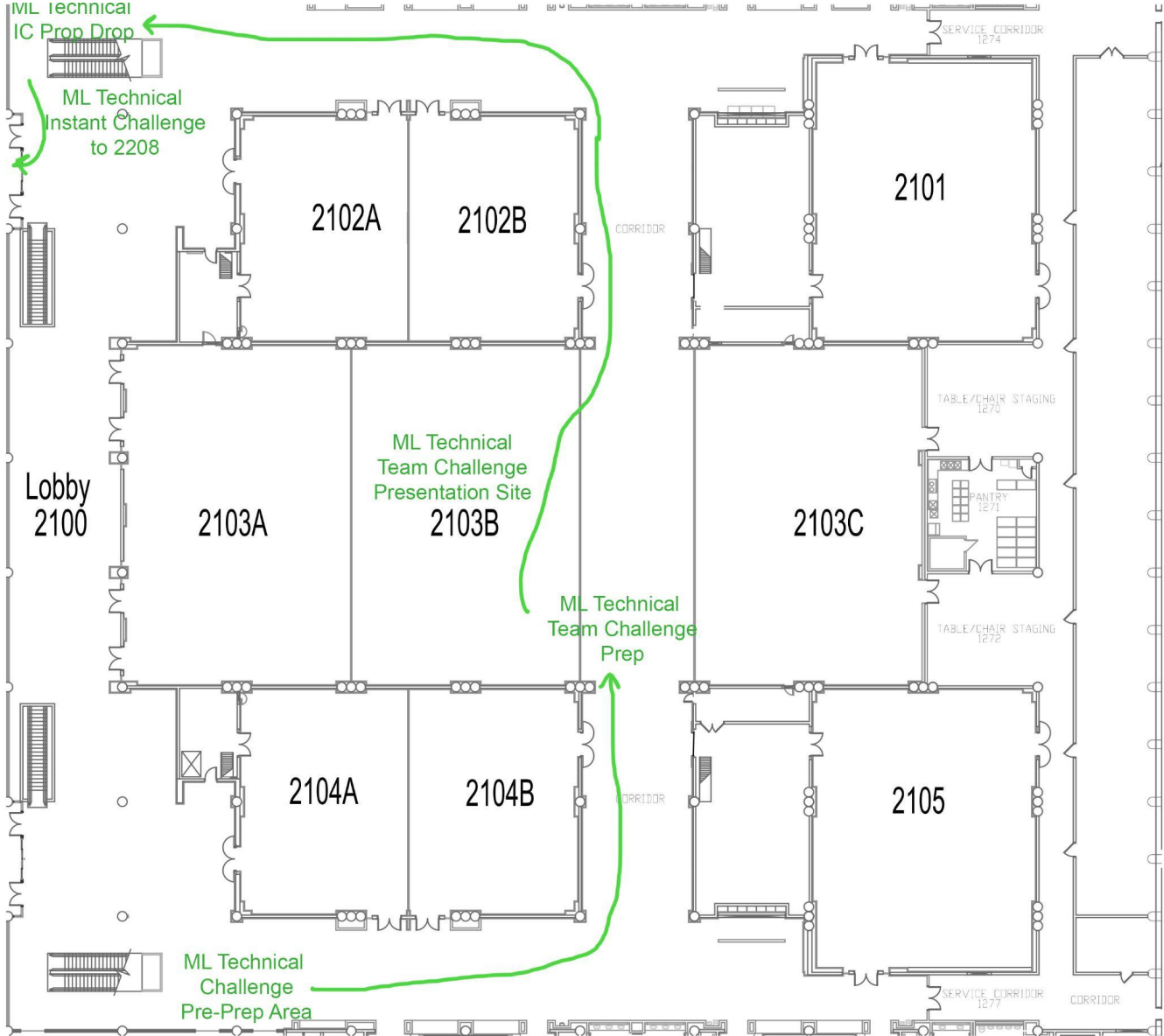
After your team has completed your Instant Challenge and all props have been stored or disposed of, you may return to your Team Challenge Presentation Site to inquire about your Raw Scores. Most Raw Scores will be ready following your Instant Challenge time, but please understand that it may take more time if the site is running behind. One team member and one Team Manager may meet with the Head Appraiser to discuss Raw Scores and sticky note feedback. The Head Appraiser will go over your team's Raw Scores and sticky note feedback in a digital format. Note that you will NOT receive a paper copy of your Raw Scores or sticky note feedback. Once you have discussed all of your Raw Scores and feedback, the Head Appraiser will send them to the Team Manager of record via email. Your team will have 30 minutes from the receipt of the email to return to the Head Appraiser with any questions or concerns.

Below, you will find a diagram of your team's flow from the beginning to the end of your tournament experience, starting with Team Challenge Pre-Prep and ending in Instant Challenge. For more information on Tournament Flow, please visit <https://www.globalfinals.org/tournament-flow/>.

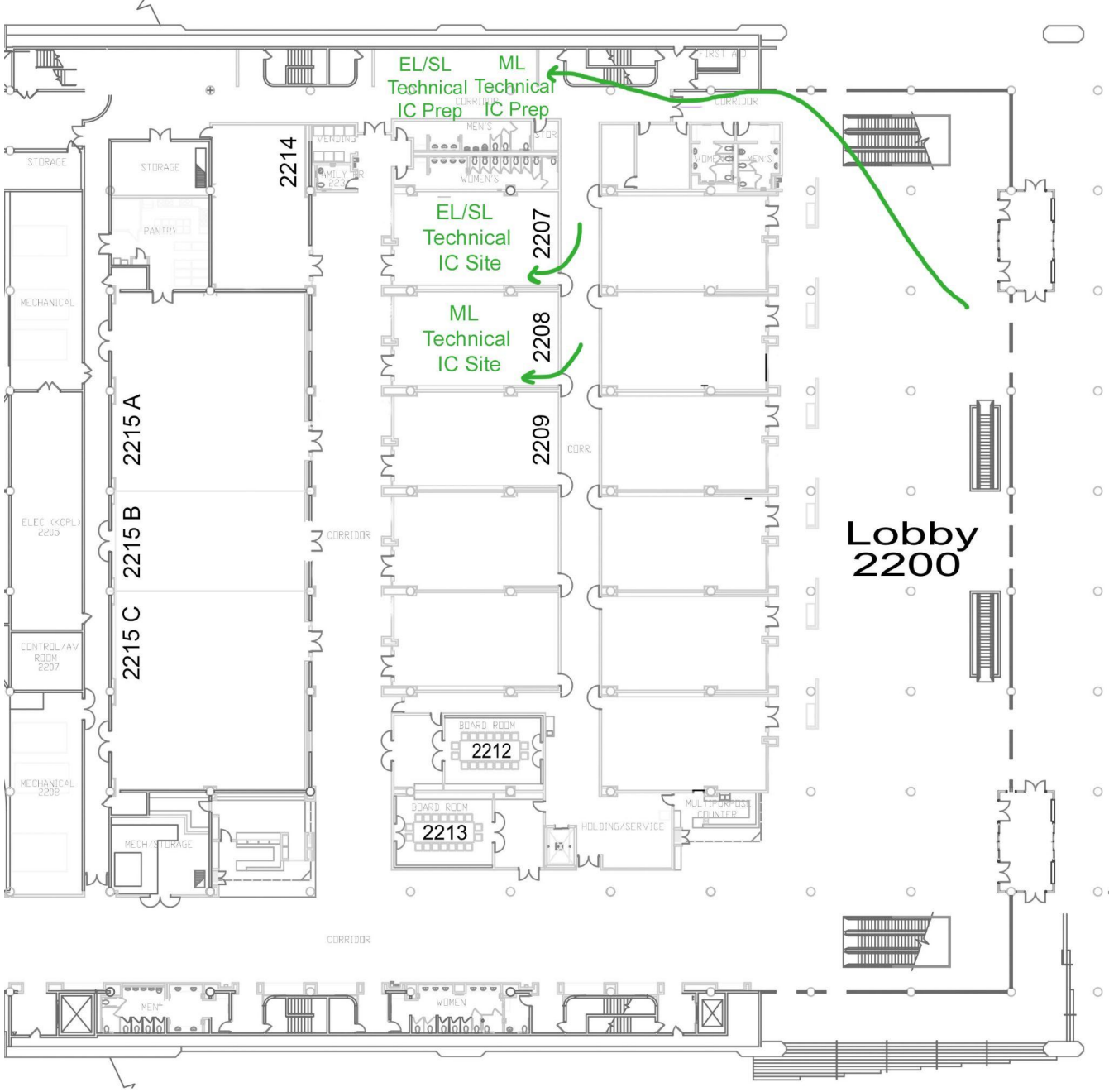
Elementary and Secondary Level Site Flow



Middle Level Site Flow



Instant Challenge Site Flow



Disposing of Team Challenge Props

Dumpsters will be available starting Sunday, May 21. Due to safety concerns, an adult must accompany all teams to the dumpster area. Teams will not be allowed to climb into the dumpsters.

If your team will be driving props home, be sure to keep the car placard received at registration. This placard will be required to drive up to the docks throughout the event. Vehicles that are picking up team props after the Presentation must meet the team at the **South Dock**.

If your team is planning to ship props home, please make sure to visit the Viper service desk in Prop Storage, near the West Dock in Exhibit Hall D, for more information.

Before you leave, be sure to double check Prop Storage and the Presentation Site to ensure your team has cleaned up and removed all of your items, tools, repair kits, etc. **Anything left in Bartle Hall after 3:00 p.m. on Tuesday, May 23 will be sent to lost and found and/or disposed of by event staff.**

General Safety at the Team Challenge Presentation Site

Destination Imagination is committed to providing a safe environment for those presenting, appraising, and watching at the Presentation Sites. To that end:

- Safety is a serious concern.
 - Adults CAN stop teams from doing something they feel is unsafe.
 - For safety concerns related to the Team Challenge solution, adults CANNOT fix the problem or tell the team how to make the solution safe.
- Prep Area Appraisers will make sure the team's equipment and other props do not pose a safety hazard to the team, Appraisers, audience, or Presentation Site.
- Appraisers will stop any portion of the team's Presentation they feel is unsafe or may cause damage to the Presentation Site. The team will not be given additional time if this happens.
- Any team using lubricants, water, or other liquids should be aware that deductions may apply if the team leaves any marks, damage, spills, stains, or slippery spots.
- Masking will be optional at Global Finals 2023
 - If a mask is not decorated with any additional materials, your team may list the mask as exempt on the Expense Report, whether or not the mask contributes to your team's solution.
 - Improvisational Challenge teams wearing masks during the Presentation must not decorate the masks in any way. The mask must not contribute to your team's Presentation.
 - If a mask is decorated with additional materials, your team must list the value of the decorative materials on the Expense Report. Decorative materials are NOT exempt from cost. Decorations should not interfere with the effectiveness of the mask at reducing COVID-19 transmission.
 - Should your team opt to wear masks during your Presentation, your team should practice good enunciation and projection as you prepare for Global Finals 2023. Keep in mind that the Appraisers will still need to hear and understand everything your team is saying in order to award all the points your team earns for your solution. It is not interference for your team to get feedback from non-team members about your team's enunciation and projection effectiveness due to mask wearing. Keep in mind that non-team members must not offer ideas or suggestions about your Challenge solution and must follow all other rules of Interference.

Global Finals-Specific Restrictions

The following materials are allowed to be used in Team Challenge solutions:

- Dry ice, as long as it is handled and disposed of properly.
- Helium balloons, as long as they are under the team's control at all times.
- Latex, except when prohibited by the Challenge.
- Glue, with the exception of spray adhesives, which are not allowed. Floor protection/coverings must be used when using glue in the Convention Center.
- X-acto knives, retractable blades, etc. Floor protection/coverings must be used when using X-acto knives, retractable blades, etc. in the Convention Center.
- Safe chemical reactions. If a team plans to use a chemical reaction in its Presentation, the team must provide SDS forms for the chemicals (including for household chemicals and ingredients). The team members must be able to explain how they will keep themselves, the Appraisers, and the audience safe AND how they will clean up the Presentation Site if there are spills. All chemical reactions must be contained so that tournament floors remain clean and undamaged. Alcoholic beverages are not allowed in the Convention Center for chemical reactions during the Team Challenge Presentation or for any other reason.

In the Convention Center, the team **MUST NOT:**

- Spray commercial spray paint, aerosol-propelled paint, or spray adhesive, due to harmful fumes and the potential drifting of the paint in the air (Rules of the Road, VII.J.6). In addition, the team must NOT use spray paint or spray adhesives on city streets/sidewalks.
- Apply or spread any small or fine-grained substances. This includes, but is not limited to, glitter, cat litter, sand, and other materials specifically mentioned in Rules of the Road Section VII.J.7. **The team must ensure that any small or fine-grained substances used on elements of the solution are securely applied before entering the Convention Center.**

Prop Storage and Garage Restrictions

"Garage" spaces will be located throughout Prop Storage and will be available for teams to work on elements of their Team Challenge solutions. The following restrictions apply to Prop Storage and the Garages:

- All chemical reaction preparations and tests must take place within the Garages.
- Paint must only be applied in the Garages. No spray or aerosol paint is allowed.
- Battery-powered tools may be used in the team's Prop Storage booth. All other power tools must only be used in the Garages, which will have electrical outlets available for the team's use. Power saws of any type are not allowed in the Convention Center.

Overlooked Requirements of the Challenge

After viewing a number of solutions to the Challenge at Regional and Affiliate Tournaments, we have found that some teams have overlooked some of the requirements in the Challenge. Please keep the following in mind:

- For this Challenge, "assembled" means that each piece physically touches at least one other piece in the completed Puzzle. (See Section I.A.4.)
- If your team chooses to include more than the minimum number of Puzzle pieces, then all pieces must be included in the completed Puzzle to earn points for IV.A.1. (See Section I.A.7.)
- Each piece of the Puzzle must be placed into the Puzzle by one or both Puzzle Solvers. If any piece(s) are not placed by at least one of the 2 Puzzle Solvers, your team may receive 0 points for IV.A.1. (See Section I.C.7.)

- Design and build 2 Puzzle Solvers to assemble the Puzzle during the Presentation. (See Section I.C.1.)
- The Technical Methods used by Puzzle Solver 1 must be different from the Technical Methods used by Puzzle Solver 2. Your team may choose how different the Technical Methods are. (See Section I.C.3.)

We hope you have a wonderful tournament!

Katy Kolasinski (Alabama) and Gemma Smith Stumpf (Minnesota)
International Challenge Masters
Piece by Piece