Introduction
The Event Meeting allows the Emcee and/or Event Partner to share important information about the event and the venue. Everyone, including teams, coaches, referees, judges, and parents should attend the Event Meeting.

General Event Information
- **Welcome and Introduction** of key volunteers, including the Event Partner and Head Referee.
- **Share location** of restrooms, concessions, and venue-specific rules and safety information.
- **Event emergency** and evacuation plan.
- **Adult Team Leaders are responsible** for student safety and conduct at all times.
- **Keep the pit area clean** and organized for safety and easy repacking after the event.
- **Teams are responsible** for their equipment and materials.
- **Practice fields** – Teams should reset fields after use, share fields so all teams can practice, and time limits.
- **Skills Challenges** – Location(s) of Skills field(s); also, number of skills runs allowed and start/stop times.
- **Engineering Notebooks** – Submit labeled Engineering Notebooks to the check-in table before Match play.
- **Agenda for the day** – Start/stop times, breaks, special activities and their locations.
- **Judges will recognize Student-centered work** – Judges will consider compliance with the REC Foundation Student-Centered policy for judged awards.

Teamwork Challenge Matches
- **Queuing Process** – Drivers should bring their alliance partner with them to the queuing table.
- **Teams must be on time** for matches or the match may be run without them.

Robot Game Rules Summary
These notations, `<G#>`, `<R#>`, or `<T#>`, reference a Game Manual Rule. Referees coordinate all matches according to the Game Manual and the rule updates are posted on the Official VIQC Q&A Forum.
- All students and adults associated with a team are expected to conduct themselves in a respectful and positive manner while participating in VEX IQ Challenge events. `<G1>`
- **Code of Conduct**: The Robotics Education & Competition Foundation considers the positive, respectful, and ethical conduct of all students, teachers, mentors, parents, and other event attendees an important and essential component of all VEX IQ Challenge, VEX Robotics Competition, and VEX U events. We expect the following behavior and ethical standards at all REC Foundation-sanctioned events:
  - Act with integrity, honesty, and reliability
  - Behave in respectful, professional manner with event staff, volunteers, and fellow competitors
  - Exhibit maturity and class when dealing with difficult and stressful situations
  - Respect individual differences
  - Follow all rules as listed in the current game manual(s)
  - Student-centered teams with limited adult assistance
  - Safety as a top priority
  - Good sportsmanship, which includes supporting your alliance partners
- Teams that violate `<G1>` or the REC Foundation Code of Conduct may be Disqualified from a current Match, an upcoming Match, an entire event, or (in extreme cases) an entire competition season. Judges may also consider team conduct and ethics when determining awards. `<G1>`
- VIQC is a student-centered program. Adults may assist Students in urgent situations, but Adults may never work on or program a Robot without Students on that Team being present and actively participating. Students must be prepared to demonstrate an active understanding of their Robot's construction and programming to judges or event staff. `<G2>`
- Teams may elect to have one Driver in the Driver Station, instead of two. If only one Driver is present in the Driver Station, they may drive for the full Match, and a controller switch is not required. It is at the Team’s discretion whether they wish to have one Driver or two. If two Drivers are present in the Driver Station, then Drivers must switch their controller between (0:25) seconds and (0:35) seconds remaining in the Match. Once the controller is passed, the first Driver may no longer touch their controller. `<G7>`
- During the match, Drivers must remain in their Driver Station, except when legally interacting with their Robot. Drivers also may not use any communication devices (e.g. radios) during the Match. <G8>
- At the beginning of a match, each robot must: only be contacting the floor and/or field perimeter, fit within a 11” x 19” area, bounded by the Starting Position, and be no taller than 15.” Robots may expand beyond their starting size constraints after the start of the Match. <G4>
- Robots must have at least one (1) VEX IQ Challenge License Plate displayed with their team number clearly written or printed upon it. <R4>
- Teams must bring their robots to the field ready to play and must ensure that their batteries are charged and their controller is paired with their Robot before placing the Robot on the Field. <G6>
- There are no time outs in the Qualifying Matches or Finals Matches. <T4>
- Before retrieving a Robot in need of assistance, the Drivers must signal the Referee by placing their controller down such that it is not in the hands of either driver. Drivers must move the Robot to a Starting Position. Any Game Objects in possession of the Robot while being handled must be removed from the Robot and taken out of play for the remainder of the Match. Any Game Objects in the Starting Positions where the Robot is being placed must be removed from the Field. <G17>
- Game Objects that leave the playing field will not be returned to the playing field. <G10>
- Drivers must wait for a countdown to start the match. When the match has ended, Drivers must put their controllers on the floor.
- Referee rulings are final. If there is a disagreement with scoring, only the Drivers, not an adult, may share questions or concerns with the Referee. If the Drivers wish to dispute a score or ruling, those Drivers must stay in the Driver Station until the Head Referee talks with them. Referees will not review any recorded replays. <T1/T2>
- The low score for each team will drop at the end of every four Teamwork Challenge qualifying matches.
  - Since this event has [insert number] [insert number] lowest score(s) for each team will not count toward the Teamwork rankings [4-7 rounds = 1 low score will not be counted; 8-11 rounds = 2 lowest scores not counted.; 12 or more rounds = 3 lowest scores not counted].
- After all Qualifying Matches are complete, the top [insert number of teams] will participate in the Finals Matches, unless Event Partner decides all teams compete in Finals Matches.
- From this event, [insert number of teams] will qualify to advance to the [insert name] championship event, including these award recipients, [insert qualifying award names].

Robot Skills Challenge
For Skills Matches, the robot may be placed in either of the two Starting Positions. <RSC5>

Programming Skills Matches
- A team may handle their Robot as many times as they want. <RSC7> Upon handling:
  - The robot must be immediately brought back to a legal starting position.
  - Game Objects being controlled by the Robot while being handled must be removed from the Robot and removed from the Field for the remainder of the match.
  - Any Game Objects in the Starting Positions where the Robot is being placed must be removed from the Field.

Share Feedback – Have Fun!
- Direct questions, concerns, or positive feedback to the Event Partner.

Enjoy your VEX IQ Challenge experience! Thank you for your support!