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# COACHES PACKET

## World Finals 2019

May 22-25, 2019

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**MICHIGAN STATE**  
**UNIVERSITY**



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## Registration

All coaches must register their teams at the International Center. Directions are available on the next page.

Only coaches will be allowed in the registration area at the International Center. To help the process function smoothly, we ask that one coach from each team enter the registration area, located at the back of the building. A tent will be placed behind the International Center for teams to trade pins and get to know each other while the coaches register. Coaches will turn in the medical and media release forms and will receive your team's housing assignment information, program materials, and directions to your residence hall check-in site and designated parking lot. There are restrooms available inside the International Center, in addition to a food court and souvenir shop.

### **Odyssey Registration will be open:**

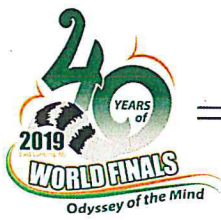
Tuesday, May 21st	2:00pm - Midnight
Wednesday, May 22nd	Noon - Midnight
Thursday, May 23rd	8:00 am - Noon at the Information Booth

Upon arrival to the residence hall, you will receive room keys, bathroom keys (if applicable), conference cards, wristbands, and lanyards. Conference cards are used for building/living wing access, meal access, and laundry room use.

**If you lose your keys/cards, the charge will be \$75 for the room key, \$15 for the bathroom key, and \$10 for the conference card. Charges will be billed to the teams by Odyssey.**

### **Late Arrivals:**

For those arriving after registration hours on Tuesday or Wednesday, please stop at the International Center. Michigan State University staff will run a 24-hour check-in service and will direct you to your assigned residence hall. You will complete the rest of the check-in process the next day during regular registration hours. If you arrive on Thursday or later please check in at the Odyssey Information Booth at the International Center.



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**Driving Directions to Michigan State University  
Odyssey of the Mind Registration  
International Center  
427 North Shaw Lane  
East Lansing, MI 48824 USA**

Campus Maps Available at: <http://maps.msu.edu>

**From Detroit or Points East via I-96**

Proceed west on I-96 to northbound US-127; follow US-127 north to East Lansing. Take Trowbridge Road exit. Follow Trowbridge Road east to Michigan State University. Trowbridge Road becomes Red Cedar Road upon entering campus. Continue straight on Red Cedar Road through two stoplights and turn left at the third, Shaw Lane. Turn Right into the first parking lot. Registration is located at the International Center.

**From Points West via I-96**

Proceed east on I-96 to eastbound I-69. Continue east on I-69 to southbound US-127. Take US-127 south to East Lansing. Take the Trowbridge Road exit. Follow Trowbridge Road east to Michigan State University. Trowbridge Road becomes Red Cedar Road upon entering campus. Continue straight on Red Cedar Road through two stoplights and turn left at the third, Shaw Lane. Turn Right into the first parking lot. Registration is located at the International Center.

**From Points South via I-69**

Proceed east on I-94 to northbound I-69. Take I-69 north to Lansing. Take I-496 east to Trowbridge Road exit. Follow Trowbridge Road east to Michigan State University. Trowbridge Road becomes Red Cedar Road upon entering campus. Continue straight on Red Cedar Road through two stoplights and turn left at the third, Shaw Lane. Turn Right into the first parking lot. Registration is located at the International Center.

**From Points South via US-127**

Proceed north on US-127 to East Lansing. Take the Trowbridge Road exit. Follow Trowbridge Road east to Michigan State University. Trowbridge Road becomes Red Cedar Road upon entering campus. Continue straight on Red Cedar Road through two stoplights and turn left at the third, Shaw Lane. Turn Right into the first parking lot. Registration is located at the International Center.

**From Points East via I-69**

Proceed southwest on I-69 to southbound US-127. Take US-127 south to East Lansing. Take the Trowbridge Road exit. Follow Trowbridge Road east to Michigan State University. Trowbridge Road becomes Red Cedar Road upon entering campus. Continue straight on Red Cedar Road through two stoplights and turn left at the third, Shaw Lane. Turn Right into the first parking lot. Registration is located at the International Center.

**From Points North via I-75**

Proceed south on I-75 to US-127 near Grayling. Continue south on US-127 to East Lansing. Take the Trowbridge Road exit. Follow Trowbridge Road east to Michigan State University. Trowbridge Road becomes Red Cedar Road upon entering campus. Continue straight on Red Cedar Road through two stoplights and turn left at the third, Shaw Lane. Turn Right into the first parking lot. Registration is located at the International Center.



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## Housing

Your team will be pre-assigned to a Residential and Hospitality Service residence hall, based on your on-line Housing Registration submission. It is necessary to assign one person to every available bed in order to accommodate all teams.

Most residence hall rooms are double-occupancy; however, some are single and triple occupancy rooms. Beds are single (twin) beds, debunked and with railings. Residence halls are not air-conditioned, so **a fan is recommended**. Telephones are not provided in residence hall rooms.

Residential and Hospitality Services has a limited amount of handicap accessible residence hall rooms. It is very important to contact University Conference Services at (517) 353-9300 with the team member's information, including needed accommodations. Due to the limited amount of accessible rooms, Residential and Hospitality Services cannot guarantee that these team members will be housed with their team or state.

Each person is provided with a pillow, pillowcase, sheets, blanket, and 2 towels. Daily towel exchanges will be available at the service centers. There is free access to the laundry facilities in the residence halls.

Residence halls will be open from 7:00 am to 10:00 pm daily. You must use the front entrance to enter a building between 10:00 pm to 7:00 am. Team members must scan their conference card to enter, and will only be allowed entrance to the hall where they are housed. Quiet hours are from 10:00 pm to 7:00 am daily. Out of respect for other competing teams, please keep noise at a minimum during quiet hours.

One computer lab will be available in each residential neighborhood, for guests to check email. Printing will not be available in these computer labs.

A 24-hour service center will be located in each residence hall area. Service Center staff can exchange towels, between 7am and 10pm, and provide information regarding housing, dining, and the MSU campus. Coin-operated vending machines with soda, juice, and snacks are available in each hall and in various locations across campus. Please note that for security reasons there is no change available at any of our service center desks.

Convenience stores are located in some residence halls and across campus. They carry a wide variety of beverages, snacks, MSU souvenirs, laundry supplies, fans and personal care items. Be sure to look for "Michigan Made" products and displays!

MSU Federal Credit Union has ATMs located in most residence halls and across campus. These machines accept cards using Cirrus, NYCE, and STAR networks. The MSU Federal Credit Union also has a branch office in the MSU Union.

The MSU Union offers many rest and recreation opportunities. You can find an Eat at State Food Court, Bigby Coffee, MSU Dairy Store, Sparty's convenience store, Spartan Lanes Bowling Center and Spartan Spirit for MSU souvenirs.



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## Accessing the MSU Network

### Wireless Access

Guest users can connect to MSUNet Wireless Guest or MSUNet Wireless Guest 2.0 networks and agree to MSU's Statement of Acceptable Use to gain bandwidth limited network access. To connect to one of these networks, follow the instructions provided by your OS or device to select and associate with "MSUNet Wireless Guest" or "MSUNet Wireless Guest 2.0" SSIDs. Once you are connected, open your web browser and load a non-SSL site (msu.edu for example). Your browser will redirect you to a page that asks you to agree to MSU's Statement of Acceptable Use and other terms of use. Once you have read and agreed to the terms, simply click the "I Agree" button.

### Ethernet Access

Use of MSU's campus network requires an Ethernet cord. Cords may be purchased from Spartan Bookstore at the International Center, MSU Stores, Meijer or Best Buy.

Each guest PC needs to be set up properly in order to work on the wired MSU Ethernet network. This procedure does not need to be done when connecting to one of the MSU Guest wireless access points.

Here's how to register a computer on the wired network:

1. Each computer needs to have its network settings configured properly to use DHCP to get its IP address. The way to do that varies depending on the operating system. The DNS servers are 35.8.98.43 and 35.8.2.41. Detailed instructions can be found at [help.msu.edu](http://help.msu.edu).
2. Once the network settings are configured, the Ethernet card needs to be registered with the campus network. Using the computer to be registered, open a web browser (Internet Explorer or Netscape) and go to [dhcp.msu.edu](http://dhcp.msu.edu).
3. Stop by the Service Center for Ethernet login and password information.
4. Choose "Register Your Computer" and follow the instructions on the screens that follow. If you run into problems, contact MSU IT Services Support at 517-432-6200 or RHS Information Services Help Desk at 517-353-1691.

To connect to the authenticated MSUNet Wireless networks, follow the instructions provided by your OS or device to select and associate with "MSUNet Wireless" or "MSUNet Wireless 2.0" SSIDs.

Once you are connected, open your browser and load a non-SSL site (msu.edu for example). If your wireless adapter is not currently registered, your browser will be redirected to the MSU Network Computer registration notice page. Click the link on the page to visit the DHCP registration site and then follow the instructions on how to register your device.

Following registration, you will need to force your system to release its unregistered IP address and request a new one. First, try restarting the device. Once you have done this, your system should have a 35.13.X.X IP assignment and have access to the network.

Refer to the "Troubleshooting" section for additional steps if the network access is not working correctly after the restart.

### Troubleshooting DHCP Registration Issues

Occasionally, users will successfully register their computer with the network, but their computer will fail to use the newly assigned IP address. If you successfully registered, but "loop" back to the DHCP page, follow further troubleshooting steps provided in "TB69-DHCP: Registering Your System."

Once you have agreed, you will be forwarded to the site you were originally trying to visit.



## Residence Education and Housing Services and Culinary Services Policies

- Michigan State University is a tobacco free campus (including e-cigs) and no tobacco use will be allowed on Michigan State University property. Tobacco use in vehicles located on Michigan State University will be prohibited as well. For more information, please visit <http://tobaccofree.msu.edu>.
- Firearms, weapons, ammunition, fireworks, explosives, and highly flammable materials are not allowed.
- Tampering with elevators, fire alarms, and other building property is prohibited. Complete evacuation of the building is required in the event of a fire alarm.
- For safety reasons, window screens may not be removed. A charge of \$50 will be assessed to the occupant for each removal.
- Participants will not engage in conduct that is disruptive to other participants or University programs. Chaperones are responsible for the conduct of their team at all times. Noise that can be heard outside of a closed door may be considered too loud for your neighbors.
- Any damage to any Residential and Hospitality Services area will be billed to the individual(s) responsible.
- Water guns, ball playing, etc., are not allowed indoors.
- Always lock your door and take your keys even if you leave for “just a minute”.
- **If you lose your keys/cards, the charge will be \$75 for the room key, \$15 for the bathroom key, and \$10 for the conference card. Charges will be billed to the teams by Odyssey.** Never leave suitcases/belongings unattended, and make sure your belongings are clearly marked.
- Participants must wear their assigned wristbands and present their conference card at all meals served in MSU Dining Facilities. Food and beverages may not be carried out of the dining rooms (filling water bottles, coolers, and mugs is not permitted). Shirts and shoes are required in the dining rooms; swimwear and sleepwear are not acceptable attire.
- Pin trading is **not** allowed in the Dining Room and **must not** block egress from any room or building.

## Dining

### Team Dining

- You will be assigned to a specific dining center for your meals. All persons who have purchased Odyssey of the Mind housing packages will be issued a color-coded wristband, and conference card, allowing them into the appropriate dining center.
- Many special dietary needs (for example, a person with diabetes, or those who prefer a vegetarian diet), can be easily accommodated by choosing appropriately from the wide variety of choices that will be available at each meal. If you have a team member with a medically required dietary need (such as a food allergy), please contact Gina Keilen via email ([keileng@rhs.msu.edu](mailto:keileng@rhs.msu.edu)) or phone (517) 884-6414, with the team member’s information and accommodation needs in advance of their arrival.

### Guest Dining

Off-campus teams as well as guests of those living on campus have various dining service opportunities while on campus competing or encouraging. Guests may dine at Brody Square and the Riverwalk Market located in the Owen Graduate Center. Spectators may also pay at the door at the dining facilities and eat with the team.

### Other on campus dining venues available:

#### MSU Union

Union Deli, Union Pizzeria, and Serrano’s

#### International Center

Sparty’s, Que Barbeque, Subway, Woody’s Oasis and Panda Express

Sparty’s - Visit <https://eatatstate.com/spartys> for locations

Sparty’s Marketplace at 1855 Place

Starbucks – Located in Wells Hall, Broad Business College and 1855 Place



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## Telephones and Contact

### Telephones

- Telephones are NOT provided in residence hall rooms.
- Emergency telephones (“Green Phones”) are located near the center of each residence hall floor.

### Emergency Number

- During the competition, parents or family members may call in an emergency to contact their son or daughter. The phone number, (517) 355-1855 will be answered 24 hours a day. This is the campus operator. They have instructions on how to forward your call. It is important that you mention you are looking for someone with the Odyssey of the Mind Competition. Please remember this is for emergency only.
- In case of emergency while on campus, dial 911. To reach the MSU Police for non-emergency information, call (517) 355-2221.

### If you have questions:

- If you need general information about the MSU campus or East Lansing/Lansing area prior to your arrival, please go to the MSU website ([www.msu.edu](http://www.msu.edu)) or visit the Greater Lansing Convention and Visitors Bureau at [www.lansing.org](http://www.lansing.org). If you need information not available on their website, call toll free at (888) 252-6746 or download the free mobile app available for iPhone, Android and Blackberry devices found at [m.lansing.org](http://m.lansing.org).
- The Greater Lansing Visitor Center in East Lansing is located at 549 East Grand River Avenue. This visitor center is staffed Tuesday through Saturday from 10 am – 6 pm and Sunday from 11 am – 3 pm to help plan your free time.
- For information after arriving on campus, please visit Odyssey’s Information Booth.



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## Parking

### Parking (passenger vehicles fitting in single parking space)

Whether you are participating in, or supporting the Odyssey of the Mind 2019 World Finals, it is encouraged that you use the parking information below to help in preparing your visit. Parking is affected by shared use as well as construction. Factoring extra time into your plan is suggested.

Generally, all parking on campus requires payment or a permit; however, several lots have been designated as complimentary for your use. You'll find those lots as well as loading/unloading information and other parking options below. Corresponding lot numbers and locations may be found at [maps.msu.edu](http://maps.msu.edu).

- **LOADING/UNLOADING**

Parking around the residence halls and at most buildings is reserved for MSU faculty and staff and requires an employee permit. Meters in these areas may be used if paid. A signed loading zone may be used for a maximum of 10 minutes. Please note that vehicles using a loading zone for more than 10 minutes are subject to violations and towing.

- **COMPLIMENTARY PARKING**

#### Teams/Volunteers/Spectators

Ramp 7/Lot 16, 83, 89 and 91 have been designated for your use and will be complimentary May 20-26, 2019.

- **OPENING & AWARDS CEREMONIES PARKING (Breslin Student Event Center May 22 and May 25)**

In addition to Ramp 7/Lot 16, 83, 89 and 91, parking will be complimentary in Lots 63E and 63W during the Opening Ceremonies on May 22nd and the Awards Ceremony on May 25th.

- **PAY PARKING**

Below are pay parking options for temporary use. Parking is not allowed in these areas 2am-6am.

- **Meters:**

Note time limit and hours of operation on meter screen (e.g. at residence halls 7 days/week from 7am-midnight).

- **Pay-by-plate (SPOTON):**

Locations (e.g. Lots 62W, 63W, 79, Ramp 3) and information regarding the SPOTON pay-by-plate parking may be found at [police.msu.edu](http://police.msu.edu) under Parking Services, Visitor Parking. Use requires payment and entry of your vehicle's license plate number into lot pay station or via the MSU SPOTON app immediately after parking.

- **Attended lot:**

Lot 100 off Service Road near the Clinical Center – CASH ONLY at exit

- **PERMIT PARKING (Limited):**

A limited number of permits will be sold at \$12.00 each allowing parking in Lots 62W (north of IM West), 63E & 63W (both south of Breslin), 65 (around Brody), 79 (south of stadium) Ramp 3 (Wharton Ramp visitor section - off Shaw Lane) and Ramp 5 (south of Communication Arts & Sciences Building) for May 20-26, 2019. The permits may be purchased between 8am-4pm, M-F, at the MSU Parking Office located at 1120 Red Cedar Road in the Public Safety Building/MSU Police Department. The permits are not valid at meters, lease spaces, University vehicle spaces or disability spaces within the lots.

- **DISABILITY PARKING**

Those who present their valid disability placard or disability plate, current vehicle registration and driver's license at the MSU Parking Office may purchase an employee space parking permission permit for use in ungated employee lots (at residence halls and some buildings on campus). The person to whom the placard or plate is issued must be present at the Parking Office to obtain the permit. The permit is \$12.00. The permit may be purchased between 8am-4pm, M-F, at the MSU Parking Office located at 1120 Red Cedar Road in the Public Safety Building/MSU Police Department. The permits are not valid at meters, lease spaces or University vehicle spaces. A disability space requires a valid disability placard and/or disability plate.

#### **PLEASE NOTE:**

*Parking enforcement is in effect. Vehicles illegally parked (e.g. in permit parking spaces, parking on hash marks, in a University vehicle or lease space, outside a space, along a curb, in the grass, obstructing traffic, in a drive lane, in a space requiring a valid disability placard or plate) are subject to enforcement. Should you have a parking question, contact the MSU Parking Office at 517-355-8440.*





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## Transportation

### **World Finals Shuttle:**

During the competition a free shuttle bus will be available on campus. Since parking is very limited on campus, we highly encourage teams and spectators to utilize the shuttle whenever possible. A significant amount of construction will be underway on campus and in the Greater Lansing Area. Please visit [www.construction.msu.edu](http://www.construction.msu.edu) and [www.michigan.gov/mdot](http://www.michigan.gov/mdot) for construction and detour information. *Due to the construction around campus, all guests are encouraged to use the provided shuttle system.*

### **Detroit Metro Airport:**

Airport greeting service and bus transportation between Detroit Metro (DTW) and Michigan State University will be available with Michigan Flyer's regularly scheduled service.

The round trip cost from Detroit Metro Airport (DTW) to East Lansing/MSU will be \$50.00 and one way ticket is \$30.00.

A Michigan Flyer info table will be available at the International Center on Saturday from 10:00am -3:00pm the week of World Finals. Departure/pickup locations are determined by the residence hall location. Check with the Michigan Flyer website for return information.

Reservations open on March 18<sup>th</sup> and must be made by May 1, 2019. Odyssey reservations need to be booked on this link <http://www.michiganflyer.com/GroupsEmployers/OdysseyoftheMind.aspx> . Please do not use our standard Michigan Flyer reservation pages for booking World Finals transportation- unless you are traveling only to and from the Marriott in East Lansing.

Reservations made after May 1<sup>st</sup> will be confirmed based on availability.



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## Shuttle Bus Safety Tips

### When you're walking...

- Always stop, look, and listen for buses before crossing the street - cross only at crosswalks and be sure to look both ways.
- Don't stand on the street or stand in front of a bus - the driver may not see you or be able to stop in time.

### When you're waiting for a bus...

- Remember: Buses stop for customers standing at bus stops - you do not need to wave at the bus operator to have them stop.
- As a bus approaches, be sure you are standing away from the street - and never, ever try to board a moving bus.

### When you're in a car...

- Be careful when passing a stopped bus - passengers may be exiting and crossing the street.
- Always obey all traffic signs and signals; drive carefully when sharing the road with a bus.
- Remember: buses can't stop as quickly as you can.

### Children/Young Adults...

- Don't ever play, skate or ride your bike too closely to a bus or bus stop.
- Only exit the bus through the front door.
- Never walk in front of or behind a bus until the bus pulls away from the stop.

### Parents/Chaperones of young children...

- Talk to them about buses - teach them the importance of riding them safely - "Stop, look and listen" is an important message for them to understand.
- Hold children's hands when crossing the street.
- Take a field trip, go exploring, and schedule a time to show your children how to ride a bus.



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## HEALTH SERVICES

### Odyssey of the Mind

Attached is the required medical release form. Every participant must have a form completed and signed by his or her parent/guardian. Forms will be kept in possession of the team coach and must accompany the student to any medical intervention. Please bring your team's completed forms with you to registration. Forms are required and participants will not be allowed to register without the completed form.

#### **The University Physician's Office**

The University Physician's Office is located on the third floor of the Olin Memorial Health Center, East Circle Drive. The Health Center is located on the north edge of Michigan State University campus. Olin Memorial Health Center is able to treat patients over 14 years of age. Patients under the age of 14 needing treatment will need to be seen at a health care facility with a pediatrician, such as the Sparrow Health System facilities listed below.

#### **Olin Memorial Health Center**

Hours: Monday through Friday, 8:00 am-5:00 pm  
Phone: (517) 884-6546

#### **E. W. Sparrow Hospital**

Medical care is also available through the emergency department of Sparrow Hospital, located at 1215 East Michigan Ave., Lansing, MI.  
Phone Number: (517) 364-1000

#### **Sparrow Urgent Care Center**

East Lansing  
2682 East Grand River  
Phone: (517) 333-6562  
Hours: Everyday, 8:00 am-8:00 pm

#### **Weather in East Lansing**

The weather in May in East Lansing, Michigan can be unpredictable. The average high is 69° F and the average low is 45° F. Daytime temperatures may range from 40° F to 85° F. Generally during May the skies are overcast, but may be sunny. A light jacket and rain protection is advised. Check the weather forecast for East Lansing, MI prior to departing at: <http://www.weather.gov>. Pollen counts tend to be higher in the spring as well, so those with seasonal allergies may wish to come prepared.



MEDICAL PERMISSION FORM
Odyssey of the Mind



NOTE: This completed and signed form is required for all participants and due at registration.

Team Name: Coach's Name:

State, if USA or Country, if not USA:

Coach's Cell #:

Student's Name: Female Male

Date of Birth: Month Day Year Age:

Home Address:

Number and Street

City State Zip Country(if not USA)

Mother's Contact Information:

Name: Phone #s: Home: ( )

Work ( ) Cell ( )

Email address

Father's Contact Information:

Name: Phone #s: Home: ( )

Work ( ) Cell ( )

Email address

Other person's Contact Information: Relationship to participant

Name: Phone #s: Home: ( )

Work ( ) Cell ( )

Email address

Family Physician Name: Phone #: ( )

Insurance Information - Primary

Policy Holder's Name

Policy Holders Date of Birth Relationship to participant

Insurance Company Name

Policy # Plan #

Insurance Company Phone#

Address

Secondary

Policy Holder's Name

Policy Holders Date of Birth Relationship to participant

Insurance Company Name

Policy # Plan #

Insurance Company Phone#

Address

**Medical History of Participant**

List any allergies to medications, animals, foods, dust, chemicals, household items, pollen, bee stings, etc. Indicate how the allergy affects the participant.

**Allergic/ Sensitive to:**

**Reaction:**

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Date of last tetanus vaccine: \_\_\_\_\_

Is the participant under the care of a provider for a medical or psychological problem?  Yes  No

If yes, please explain:

Is the participant taking any medication?  Yes  No If yes, list medicine and purpose.

**Medication**

**Purpose**

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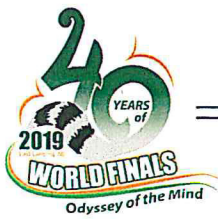
Please indicate any additional information you think we should be aware of:

**Permission for treatment of minors:** I give my permission for such diagnostic and therapeutic procedures as may be deemed necessary for the participant by the University Physician’s Office at Michigan State University or any other medical facility. I understand that any healthcare facility will make every reasonable attempt to contact me first, time and conditions permitting. I understand I am responsible for charges incurred. I agree that this form will remain in the possession of the team coach, and it will accompany the student to any medical intervention.

Signature of parent or guardian of minor: \_\_\_\_\_

Relationship: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_



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## Campus Security

The MSU Police would like you to have a safe time during your stay here at MSU. Our department is fully operational 24 hours a day. To reach us, call 911 for emergencies, or dial 517-355-2221 for non-emergencies. Although the MSU campus is a very safe place, common sense precautions such as the following should be used at all times.

- Do not prop open locked residence hall doors. Never hold the door open to let strangers into the residence hall.
- Before leaving your residence hall room, remember to lock the door. Remember to lock your door and windows before going to sleep.
- Do not take in overnight guests who you do not know.
- Use peepholes to identify visitors at your door.
- Do not allow door-to-door salespeople to enter your room and alert residence hall staff.
- Require identification and authorization from maintenance staff requesting access to your room for any reason.
- Never loan your room key or conference card to anyone.
- Report all doors, locks, and windows in need of repair to residence hall staff.
- Be aware of people loitering or checking doors in your hall. Note their description and call the MSU police.
- Do not keep large sums of money, jewelry, or valuables in plain view. Document serial numbers of your valuables.

### **While walking on campus, do the following:**

- Remain vigilant and reduce distractions such as using a cell phone or digital services.
- Walk confidently and assertively. Walk with others whenever possible. Walk in well-lit areas if possible.
- Carry your backpack or other belongings close to your body and secured over one shoulder or under one arm.
- Be aware of your surroundings and others who might be there. If you think you are being followed, turn around confidently and check.
- Wear flat, comfortable shoes that you can run in if necessary.
- Learn to use keys, pens, pencils, and umbrellas to defend yourself if you are attacked. Backpacks, purses, and coats can be used to protect your body from an attacker.
- Consider carrying a whistle, shriek alarm, and/or cellular phone.
- There are many "green light" emergency phones on campus. The emergency button connects you to the MSU police and pinpoints your location.
- All walkers should be aware of open buildings and businesses along their routes.
- Realize that listening to headphones while walking decreases your awareness of your surroundings.

### **If you choose to drive while you are on campus, please note the following:**

- Lock your doors while driving and when you park your vehicle.
- When parking at night, try to select a well-lit area.
- Be alert in parking areas as you walk to and from your vehicle. Consider carrying a cellular phone or know the locations of emergency phones near the lot.
- Have your keys in hand before reaching your vehicle.
- If you suspect you are being followed, drive to a police station, fire station, or any other safe public building.
- Lock valuables in the trunk of your vehicle.



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## Things to Do at MSU

**MSU Union** - A favorite gathering spot, with quick service restaurants, Spartan Lanes Bowling Center and the MSU Spirit Shop.

**MSU Bookstore** - At the MSU Union, with a wide selection of Spartan gear and other supplies.

**MSU Museum** - Exhibits on cultural and natural history, with an emphasis on the Great Lakes region. Its gift shop features unique items from around the world. Free admission.

**Eli and Edythe Broad Art Museum** - The newest museum on campus features international art of all media. Free admission. Visit <http://broadmuseum.msu.edu/> for exhibit and visitor information.

**W. J. Beal Botanical Garden** - Founded in 1873, the Beal Botanical Garden is the oldest continuously operated garden of its kind in the U.S. It includes over 5,000 species organized in economic, systematic, landscape and ecological groupings. The Garden also features an endangered and threatened plant collection and Michigan native wetland plants. Located west of the Main Library. Admission is free.

**Horticultural Demonstration Garden** - Visitors can take a stroll through the colorful floral displays of the MSU Horticulture Gardens – an official All-American Trial Garden test site for annual bedding plants. They have an extensive perennial collection, with an annual display and rose collection. Located south of the Plant & Soil Sciences Building. Open April 1-November 1, dawn to dusk. Admission is free.

**4H Children's Garden** - Designed especially for children, and completely handicap accessible, this delightful garden features a tree house built from twigs and limbs, a garden house, and an amphitheater and themed gardens, such as pizza and Peter Rabbit. Just imagine a garden where plants, children, and imaginations grow! Located south of the Plant & Soil Sciences Building. Open April 1-November 1, dawn to dusk. Admission is free.

**MSU Dairy Store** - When you visit the Dairy Store, we want to see you leaving with a smile on your face. We are dedicated to making your visit enjoyable and serving our delectable ice cream and other soda fountain favorites. During your visit, we encourage you to visit the observation deck to see the processing facilities. Observe a multimedia presentation on cheese and ice cream production. Tuesdays, Wednesdays, and Thursdays offer the best opportunities for catching our process making some of our products, including our award winning cheeses! Located in Anthony Hall and the MSU Union. **Look for the featured Odyssey of the Mind flavor, created just for World Finals 2019!**

**University Stores** – with an emphasis on the necessities like fans, batteries, Spartan gear and other supplies. Located on Service Road, just west of Harrison Road.

**Abrams Planetarium** – Explore the cosmos, travel the stars, and discover new heights at the Abrams Planetarium! Located across from the Shaw Hall, the Planetarium is a fun AND educational way to enjoy your free time here at Michigan State University. Shows are offered every Tuesday – Friday at 9:30 am, 11:00 am, and 1:30 pm. For more information, visit their website at <https://www.pa.msu.edu/abrams/index.html> and book your show in advance.

**MSU Bug House** – Visit MSU's Bug House to see, touch or hold some real creepy crawlers and learn more fascinating facts. The Bug House is where the Department of Entomology showcases its amazing pinned displays and lets you interact with cool insects like walking sticks. Most tours are hosted by our bug-loving graduate students and are designed for all ages in groups of 30 or less. The MSU Bug House is located in rooms 146-147 of the Natural Science Building. Make your reservation today by calling 517-355-4662.



## Things to Do in the Greater Lansing Area

Visit the Greater Lansing Convention and Visitors Bureau Website for a complete list: [www.lansing.org](http://www.lansing.org) or call 1-888-2-Lansing.

### Impression 5 Science Center

(517-485-8116 ext. 32) <http://www.impression5.org>

Explore, discover, and experience Mid-Michigan's leading hands-on/minds-on science and technology center which provides activities, demonstrations, and exhibits for children from 2 to 92! I-5 is located at 200 Museum Drive in Lansing and is open from 10 am-5 pm, Tuesday-Saturday, and 12 pm-5 pm on Sunday. Check the website for information on themes. Admission is: \$8.50 for adults, students, and children 2 and over; \$7.00 for seniors and military members; free for children 1 year old or younger.

### Michigan History Museum

(517-373-3559) <http://www.michigan.gov/museum>

Located in the east wing of the Michigan Library and Historical Center (a few blocks from the Capitol Building), the Michigan History Museum tells Michigan's story from precontact times to 1900 through permanent exhibits on its second floor. Exhibits about "Michigan in the 20<sup>th</sup> Century" fill the third floor. Special exhibits in a first floor gallery change yearly, and have focused on collections and themes ranging from underwater archaeology to Civil War flags. Located at 702 W. Kalamazoo in Lansing. The museum is open from 9 am – 4:30 pm, Monday through Friday, 10 am – 4 pm on Saturday and 1 – 5 pm on Sunday. Admission is: Adults (18+) - \$6, Seniors (65+) - \$4, Youth (6-17) - \$2, and Children up to 5 years – Free.

### Potter Park Zoo

(517-483-4222) <http://www.potterparkzoo.org>

Exhibits more than 500 wonders of wildlife including rhinoceroses, red pandas, tigers, leopard, and meerkats. Located at 1301 S. Pennsylvania, Lansing. Hours for April 1<sup>st</sup> - Memorial Day are 9 am-5 pm. Admission is: Resident Adult – \$6.00, Non-Resident Adult – \$12.00, Resident Senior (60+) – \$5.00, Non-Resident Senior – \$11.00, All Children (ages 3-12) – \$4.00, All Children Under 3 – FREE for non-residents of Ingham County. Parking is: Resident – \$3.00 and Non-Resident – \$5.00

### R.E. Olds Transportation Museum

(517-372-0529) <http://www.reoldsmuseum.org>

A collection of artifacts and documents pertaining to the auto industry and Lansing area transportation from 1833 to the present. Over 50 vehicles on display. Located at 240 Museum Drive in Lansing. Admission is: \$7 for adults, \$5 for students (18 and under OR with a valid college ID) and seniors over 65, Veteran/Military Discount \$5. Hours are Tuesday-Saturday: 10 am-5 pm and Sunday: 12 pm-5 pm.

### State Capitol Building

(517-373-2353) <http://www.michigan.gov/miplaces>

Step back into the Victorian era with a visit to Michigan's award-winning Capitol Building. Tours of the public areas and the House and Senate galleries are available Monday-Friday, 9 am-4 pm and Saturday 10 am-3:00 pm. Located at the intersection of Capitol and Michigan Avenues, Lansing.

### Lansing Lugnuts Baseball

(517-485-4500) <http://www.lansinglugnuts.com>

Swing by the ballpark with your friends and family for a fun filled night! Be sure to take advantage of the Odyssey of the Mind benefits that include a FREE group photo, team name on the scoreboard, and a guaranteed raffle prize for one person in the group. Big League Show at a Small Town Price!

Group ticket pricing – \$11 box seats, \$10 bleacher seats, \$8 lawn seats (children 2 and under are free)

Monday, May 20 @ 7:05 pm \$1 Hot Dogs, Popcorn, Ice Cream Sandwiches & Sodas

Wednesday, May 22 @ 7:05 pm Bring Your Dog to the Ballpark

Thursday, May 23 @ 7:05 pm

Friday, May 24 @ 7:05 pm

Saturday, May 25 @ 7:05 pm Eat-A-Palooza: All-You-Can-Eat just \$24 in advance

For all questions and ticket reservations, please contact Brandon Diorio at 517-827-2481 or [bdiorio@lansinglugnuts.com](mailto:bdiorio@lansinglugnuts.com)

State of Michigan Travel Information available at [www.michigan.org](http://www.michigan.org)





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## Prop/Storage Facilities

### Hours

Prop storage locations will be open to team use beginning Tuesday, May 21st at 10:00am until 11:00pm. Prop storage locations will be open Wednesday-Thursday, May 22-23, from 7:00am – 11:00pm, Friday, May 24<sup>th</sup> from 6:00am – 11:00pm and Saturday, May 28 from 6:00am – 30 minutes after the last competition.

**Any supplies or props without return shipping labels, left in prop storage rooms after that time, will be forfeited to Michigan State University and will be salvaged as appropriate. Access to prop storage facilities beyond 30 minutes past the last competition time on Saturday is prohibited.**

**A licensed driver must remain with the vehicle when loading and unloading props.**

### Clean Up

Michigan State University is green beyond our school colors! Please help MSU by participating in the Be Spartan Green recycling program. Recycling containers can be found in all campus buildings. Special recycling bins are available outside of every prop storage location for teams to recycle, as appropriate. Please participate and encourage your teams to recycle!



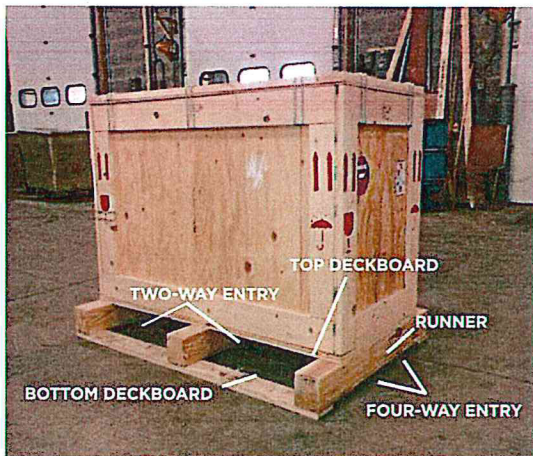
## SHIPPING YOUR PROPS ODYSSEY OF THE MIND WORLD FINALS 2019

You are encouraged to ship early to have props arrive by Wednesday May 15, 2019.

### PREPARING TO SHIP YOUR PROPS:

Pack props in cartons. **All cartons must measure no more than 48" long, 48" wide and 75" tall** (122cm x 122 cm X 165 cm). Larger cartons must be constructed to allow for forklift use. Any oversized crate received will be held at central receiving and the team will be responsible for delivery to the competition site.

CORRECTLY CRATED SHIPMENT



INCORRECTLY CRATED SHIPMENT



### GOOD CRATING

- OFFERS DURABILITY AND MAXIMUM PROTECTION
- MUST BE EASY TO MOVE WITH A FORKLIFT OR PALLET JACK
- PREFERABLY USES A 4-WAY PALLET AS BASE
- USES SCREWS TO SECURE CRATE—NOT NAILS

- **Fill out (type or print legibly) the enclosed shipping label completely and attach the label securely to EACH carton**
- EACH carton shipped must be clearly marked and labeled with the official shipping label provided in this packet whether they are shipped by you or a third party.
- When shipping multiple cartons, mark each piece (Box 1 of 4 and Box 2 of 4 etc...)
- Cartons require membership name and number, address, mobile phone, e-mail, problem name and division, and must be shipped to the address provided on the shipping label.
- **DO NOT PUT PROPS FOR MORE THAN ONE PROBLEM IN THE SAME CARTON/CRATE.**
- Props will be accepted beginning May 1, 2019

Bring tools to open and reassemble your props. Michigan State University is unable to supply tools.



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### **SHIPPING YOUR PROPS:**

ALL shipments must be prepaid. Logistics will not accept any shipments arriving freight collect or COD. Be sure to obtain a tracking number from your carrier for each carton/crate shipped.

**Do not take props to Residence Halls as MSU will not transport props from Residence Halls to prop storage sites.**

### **FULL TRUCKLOAD PROP SHIPPING:**

Full truckload shipments shall be loaded by Problem. Please have the carrier provide a manifest to MSU Logistics upon arrival.

### **INTERNATIONAL PROP SHIPPING:**

ALL shipments must be prepaid. Logistics, OotM and Michigan State University are NOT the importer of record. Logistics, OotM and Michigan State University are not responsible for customs, clearance, brokerage, taxes, duties or any other fees. The shipper must provide their own broker for customs clearance. Logistics will not accept any shipments arriving freight collect, COD or requiring payment of fees.

### **SHIPMENT TRACKING:**

Check your carrier's website to see if your shipment has been delivered to Michigan State University. Upon delivery to MSU, your prop will be held for delivery to the prop location site between the dates of May 20 – 22.

You may check MSU Logistics' website to see if your shipment has delivered to the prop location site by using U-Track. <http://usd.msu.edu/logistics/u-track/index.html>. To track your shipment, enter the carrier tracking number in the "Carrier's Tracking Number" field and click "U-Track It!" If your shipment is in "trap" status, it has been received and is being held for delivery to the prop location site, and will be delivered soon. "Odyssey Delivered" status means your props have been delivered to your prop location site.

Props will be grouped according to problem division and delivered to the designated storage area near the competition site between the dates of May 20 - 22.

### **WHILE YOU ARE HERE:**

Logistics will provide instruction on shipment tracking at the MSU information booth during registration at Michigan State University's International Center May 21 – 25.

### **PROP RETURN SHIPMENTS:**

All teams are responsible to pre-arrange for PREPAID or C.O.D. shipment of any materials requiring return. All returns must be properly packaged and have a prepaid return shipping label attached to each carton. A completed Bill of Lading (BOL) must be attached to the carton/crate for all freight returns. Props requiring return should be left in the prop storage rooms to allow Logistics to pick up and stage for carrier pick up. Do not request a carrier pick up at the prop storage location.

### **WHERE TO GO FOR SUPPLIES:**

University Stores, 166 Service Rd., 517-884-6214  
Open M-F 7:30 am – 5:00 pm (batteries, fans, tools, Spartan gear, etc.)



**ODYSSEY OF THE MIND WORLD FINALS 2019**

**SHIP TO:**

**Michigan State University - OotM**  
**166 Service Road**  
**East Lansing, MI 48824**

CARTON \_\_\_\_ OF \_\_\_\_

Phone: (517) 884-6082

Membership Name (School): \_\_\_\_\_

Membership Number: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Coach Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email \_\_\_\_\_



<b>PROBLEM 1 : OMER to the Rescue, Again</b>	
<b>PROBLEM 2 : Hide in Plain Sight</b>	
<b>PROBLEM 3 : Classics...Leonardo's Workshop</b>	
<b>PROBLEM 4: Structure Toss</b>	
<b>PROBLEM 5 : Opposites Distract</b>	



<b>DIVISON I</b>	
<b>DIVISON II</b>	
<b>DIVISON III</b>	
<b>DIVISON IV</b>	

**\*\*\*Please make duplicate copies of this label and attach to all items being shipped\*\*\***



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**REMEMBER:** Include only items for one Problem and Division in each package!  
SHIPMENTS WILL BE ACCEPTED MAY 1-15, 2019

**CONTAINERS MUST BE NO LARGER THAN 48" X 48" X 75"**  
**CHECKLIST**

**BEFORE YOUR TEAM LEAVES HOME**

- Have each team member fill out a medical release form and have it signed by his or her parent/guardian.
- Ship props between May 1 and May 15. Do not forget to attach the shipping label. Include only items for one problem and division in each package.
- Leave a list of all team members and chaperone's names and any cell phone numbers with family members.
- Pack clothes for recreational activities.
- Leave the emergency number with family members. In the event of an emergency at home, family members should call the MSU Operator at (517) 355-1855. Make sure that they identify themselves as someone looking for an Odyssey Competition Member.
- Check on your props – go to your carrier's website to track (UPS, FedEx, etc.) to see if your props have been delivered to your prop storage site between May 20 – 22, visit <http://usd.msu.edu/common/tracking.html>, enter the tracking numbers into the "U-Track It!" Carrier's Tracking Number field and submit.
- Remind your team to pack their bathing suits, beach towel, and tennis shoes! Bring extra pillows if needed (you will receive only one in residence housing) and universal plug-ins if coming from outside the U.S.

**ONCE YOU ARRIVE**

- Check in at the International Center.
- Turn in your team's medical release, media release, and team contract at registration.
- Track your props by using the carrier's website (UPS, FedEx, etc.) to see if your shipment has delivered to Michigan State University. MSU Logistics will deliver to the prop storage site May 20 – 22.
- Locate assigned residence hall and dining center.
- Check-In at the assigned residence hall to receive your conference cards, wristbands and room keys.
- After your arrival, have your team members give family members at home their residence hall room number and building name.
- Use the free shuttle to get around campus.

Have fun at the World's Pioneer Land-Grant University!