

# NBot Townhall Meeting Preparation and Recap

## Duration: 3 hours total

1 hour set up

1 ½ hour session

½ hour clean up

## Location:

- 2012: Novi Public Library; held in July
- 2013: Novi Civic Center; held in August
- 2014: Novi Middle School; held in May
- 2015: Novi Meadows (MS was not available); held in June
- 2016: Novi Middle School; June 2nd
- 2017: Novi Middle School; June 1st

**Attendance:** 150 - 200+ people; depends on community size

**Representation:** Teams/robots from each program

- JrFLL
- FLL
- FTC
- FRC

## Promotions: month to 2 weeks before event

- Bulletin board at Library
- School ListServ distribution of Flyer
- Novi News (local paper) Ad
- Novi Patch online news
- Team website
- Team Facebook/Twitter

## Description:

- Provide information to community about *FIRST* robotics programs
- Demonstrate each program
- PowerPoint created to showcase programs and provide information on them
- Electronic Interest Form
  - Database populated from electronic form (website or google form)
  - Laptops on site at "Sign Up Stations" where families can immediately fill out form
- Team Formation Meeting (recommended to do this as a separate follow up meeting)
  - 2012: Program specific team formation meetings held after main meeting
  - 2013: Teams formed during program breakouts; follow up with those still wishing to start/join teams will occur on an as-needed basis
  - 2014: Held the meeting before the end of the school year. Followed 2013 format. Moving forward, recommendation is to hold an informational meeting to educate on the programs in May/June. Team formation meetings for JrFLL, FLL, FTC should be a separate meeting (either by program or together, depends on manpower and size of venue) held later. Reason: give the families time to process the information before team formation. Many stated that they'd like to go

back to neighbors, friends to share info and form teams.

- 2015: Held on June 4th. Recommendation to get date and book venue far ahead of time.
- 2016: Held June 9th
- 2017: Held June 8<sup>th</sup>
- Reserve venue when reserve Townhall meeting venue
- Distribute bookmark or postcard reminders at Townhall meeting
- Send an email reminder about the Team Formation Meeting to everyone that signs up via the electronic Team Interest Form.

## Handouts

- *FIRST* Progression of Programs brochure (note: must display correct *FIRST* in Michigan age guidelines)
- Program specific sheets

## Equipment

- Data Projector
- Screen
- Microphone
- Amplifier
- Speakers
- Laptop for ppt
- Laptops for “Sign Up Stations”
  - Online form required Internet access at location
- PowerPoint and Video links
- Tables
- Chairs
- Extension cords, power strips, cables
- Program specific equipment:
  - Jr.FLL - model, “Show Me” poster, bling
  - FLL - table, field kit, mat, poster boards, binders, bling
  - FTC - perimeter & mats, game elements, engineering notebook, poster boards, field electronics, bling
  - FRC - robots, game elements, batteries, electronics, binders
- Pencils
- Tape and scissors
- Tablecloths (if desired) for program exhibits
- Signage

## Pictures:

Don't forget to invite media and record the event!