MAILER 4

2020 SOUTHEAST STUDENT CONFERENCE
Southeast Regional ASCE Conference Participants,

The 2020 Southeast ASCE Regional Conference is almost here! Please refer to the 2020 SESC Conference Website for the most up to date information regarding competitions and scheduling.

This mailer will contain information regarding updates, captains meetings, check-in, schedules, map details and competition locations, parking, and drop-off locations.

If you have any questions concerning the material in Mailer 4, please contact us before the conference begins at ascesesc2020@gmail.com.

During the conference, if you have any questions regarding room locations please refer to the provided maps or ask a volunteer in Engineering 2, Room 102 which is located in the Engineering Atrium.

Southeast ASCE Student Conference
March 12-14, 2020
Keeping our campus community safe and informed is our top priority. UCF continues to closely monitor the 2019 Novel Coronavirus (COVID-19) and has assembled a team of emergency management, health and other officials from across the university to plan necessary precautions and help make decisions related to the virus.

The University of Central Florida is continuing communication, coordination and planning using updated guidance from our state and federal health partners. UCF has launched a website, https://ucf.edu/safety/coronavirus, which will be regularly updated with the latest information.

The most important thing you can do right now is take precautions and prioritize your personal safety.

Protection and Prevention
COVID-19 symptoms are generally flu-like and include fever, cough, runny nose and difficulty breathing. Symptoms are thought to appear within two to 14 days after exposure, and a person can be contagious but not symptomatic.
While the immediate risk to the American public continues to be low at this time, everyone can take these simple steps to prevent the spread of germs:

* Wash hands often with soap and water, or use an alcohol-based hand sanitizer. More information about proper hand washing is available here: https://www.cdc.gov/handwashing/index.html

* Avoid touching your eyes, nose and mouth with unwashed hands.

* Cover your cough or sneeze with tissue or your elbow and dispose of tissue immediately.

* Avoid contact with those who are sick, and avoid others if you are sick.

*If you're feeling sick, stay home. Do not risk your health or the well-being of others by trying to "tough it out."

* Regularly clean and disinfect frequently touched objects.

*Avoid grasping shared surfaces such as door handles, gas pumps, grocery carts, elevator buttons, etc. with your hands. Use your knuckles or hips or a paper towel or disposable glove.

*Avoid shaking hands

**Hand sanitizer stations are available across campus, and UCF is adding more to high-traffic areas on campus to encourage use during flu season.**
Captains meetings will be held Thursday March 12th starting at 7:00 PM in the Business Administration Building (Second Floor).

Captains for the following competitions are expected to be in attendance to receive information regarding competition procedures, clarification of rules, and preform any necessary compliance checks. Failure to send a representative to the pre-competition captains meeting may result in disqualification in the competition.

- Concrete Canoe Competition: BA1, Room 209
- GeoWall Challenge: BA1, Room 212
- UESI Surveying Competition: BA1, Room 218
- Sustainable Solutions Competition: BA1, Room 221
- AISC Steel Bridge: BA1, Room 225

Because of room capacity limits, please only send a maximum of two representatives per university. The meetings will start promptly at 7:00PM so plan accordingly. If you need help finding the room location, please ask one of the Volunteers (they will be wearing yellow conference shirts) or one of the Host Organizers (in white conference shirts).

**GeoWall:** Failure to send a representative to the pre-competition captains meeting will result in disqualification per the competition rules *(section 12c)*. GeoWall representatives MUST bring their competition sandbox to the captains meeting and will have until the start time of their competition to correct any compliance issues.
The conference website and competition pages have been updated. Competition captains are responsible for checking their competition pages for the following:

- Competition time & location
- What to bring to the competition
- Captains Meeting requirements (if applicable)

If your competition has a presentation portion, your team is able to **submit any presentation files electronically** using the link on the [competition page](#). These files will be uploaded to the computer in the presentation room for ease of access. This will help minimize set up time and allow the competition events to keep on schedule! Files will be accepted until **March 11th** but teams should **bring any necessary files on a USB** to the presentation in case of technical difficulties.

Any questions should be directed to [ascesesc2020@gmail.com](mailto:ascesesc2020@gmail.com) before the start of the conference.

**CHECK IN**

Check in will begin at **12:00 PM on Thursday, March 12** in **Engineering 2, Room 102**.

A few representatives from each university are required to check in upon arrival to collect information, conference shirts, and conference bags.
### General Schedule

#### Thursday

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 - 4:00 pm</td>
<td>Registration Check In</td>
<td>ENG2 102</td>
</tr>
<tr>
<td>12:00 - 5:00 pm</td>
<td>Career Networking Event</td>
<td>ENG Atrium</td>
</tr>
<tr>
<td>2:00 - 4:30 pm</td>
<td>Sustainable Solutions Display Judging</td>
<td>Memory Mall</td>
</tr>
<tr>
<td>4:00 pm</td>
<td>Food Trucks</td>
<td>Memory Mall</td>
</tr>
<tr>
<td>6:00 pm</td>
<td>Opening Ceremonies - Visual Display Judging</td>
<td>Memory Mall</td>
</tr>
<tr>
<td>7:00 pm</td>
<td>Captains Meetings</td>
<td>BA1 - 2nd Floor</td>
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</tbody>
</table>

#### Friday

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 - 10:00 am</td>
<td>Late Check in</td>
<td>ENG2 102</td>
</tr>
<tr>
<td>8:00 - 11:30 am</td>
<td>Canoe Display Set up</td>
<td>Memory Mall</td>
</tr>
<tr>
<td>ALL DAY</td>
<td>Competitions</td>
<td>VARIES</td>
</tr>
<tr>
<td>VARIES*</td>
<td>Lunch</td>
<td>Knightro's</td>
</tr>
<tr>
<td>7:00 - 9:00 pm</td>
<td>Presidents Business Meeting</td>
<td>HEC 101</td>
</tr>
</tbody>
</table>

#### Saturday

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am - 3:30 pm</td>
<td>Concrete Canoe Races</td>
<td>Lake Claire</td>
</tr>
<tr>
<td>8:00 am - 3:30 pm</td>
<td>Competitions</td>
<td>VARIES</td>
</tr>
<tr>
<td>11:00 am - 1:00 pm</td>
<td>Lunch</td>
<td>Lake Claire</td>
</tr>
<tr>
<td>6:30 - 10:00 pm</td>
<td>Banquet and Awards Ceremony</td>
<td>Hilton Orlando Lake Buena Vista</td>
</tr>
</tbody>
</table>

* See page 11 for the Knightro's schedule
Because UCF’s campus is large, we recommend checking out the UCF campus maps before arriving. This mailer will point out the key areas of campus that teams should be aware of.

If you’re having trouble finding your way, volunteers will be happy to help you navigate!
Zone A: Food Trucks on Thursday starting around 12:00 PM

Zone B: University Tents (Thursday and Friday) and display set up for Sustainable Solutions (Thursday) and Concrete Canoe (Friday).

Zone C: Construction portion of Sustainable Solutions (Friday). The Concrete/Steel Golf competition will be here on Saturday.

Zone D: AISC Steel Bridge Competition (Friday)
Schools will have designated sections to set up their tents and displays. Make sure your team sets up their canoe/sustainable displays in the right section.
FRIDAY LUNCH - KNIGHTRO'S

Knightro's is a buffet style restaurant with a wide variety of options to choose from! Knighto’s is located next to the Addition Financial Arena, across the street from Memory Mall. Click here for directions.

In order to make sure all participants have the optimal dining experience please keep the following in mind for Friday’s lunch:

- The meal voucher provided at check in will be needed to enter.
- The doors will open at the time printed on your meal voucher.
- ALL participants must be seated before being released to the buffet lines (Keep in mind, the quicker this happens, the sooner you'll be able to enjoy your meal! With cooperation, this process should take about 7 minutes total)
- Participants will only be allowed entry at their designated time slot, so make sure you are there on time!

Click here for the Knighro's lunch schedule. Careful planning took place to ensure there are no conflicts with competition times. Please note: any students that are registered for the AISC Student Steel Bridge Competition will have lunch with Group E regardless of which time block the rest of their university is in.

ALL dietary restrictions should be reported at Check-in.
SATURDAY - LAKE CLAIRE
(CLICK HERE TO DOWNLOAD)
Parking vouchers are required on campus Thursday and Friday. Schools will receive parking vouchers for buses and trailers at check in on Thursday (each school will receive a maximum of four (4) vouchers - two (2) for Thursday and two (2) for Friday).

Students driving personal vehicles (or bringing more than two vehicles) are responsible for purchasing parking vouchers at one of the pay stations located in one of the garages or parking lots.

Parking vouchers are only valid in student parking lots and garages. These lots are marked with green signs that include the letter "D". Parking vouchers are not valid for reserved parking spaces or staff/faculty. Please note that back-in parking is prohibited in all UCF parking garages. Individuals are responsible for any parking tickets issued for not adhering to these guidelines.
SATURDAY - Lake Claire
Parking is lifted on Saturday. We recommend for cars to park in Garage H and walk to the competition locations. Buses and trailers may park in Lot D or the Softball Field.

No parking will be permitted at Lake Claire. TRAILER DROP OFF ONLY AT LAKE CLAIRE. The trailer drop-off process for teams participating in concrete canoe is provided on the Lake Claire Map. Trailers must adhere to the provided time frame.

At Lake Claire, tents and chairs are only permitted in the purple section and are on a first come first served basis. With this in mind, please be mindful of those around you and leave adequate space for other universities. If your university tent locations affect any competition events, you will be ask to relocate.

SATURDAY - Banquet
Students may be dropped off for the banquet in the designated area on the next page.

Doors will open at 7:00 PM and seating is first come first served basis.

There is complementary parking for the banquet. Parking validation passes will be available AFTER the conclusion of the awards ceremony.
Students can be dropped off in loop designated below and enter through the convention entrance to the Palm Ballroom.

Don't forget your Banquet Wristband! This is your ticket to enter the Banquet Ballroom. One representative from each student chapter must pick up their university's wristbands on SATURDAY in Engineering 2 Room 102 (Auditorium).
Please read these rules carefully; they will be enforced!

Staked tents are **not** permitted on the lawn at Memory Mall or Lake Claire. Tents can be secured using sandbags or other weights, although it is rarely windy enough here for tents to need weighing down.

Vehicles are **not** permitted on the grass (at Memory Mall and Lake Claire). Teams shall drop off materials and students in the designated areas and walk to the tent areas.

UCF is a dry campus (with the exception of football game days). This means that alcohol is **not** permitted anywhere on campus at the University of Central Florida. For more general information, please visit [https://police.ucf.edu/drugs-alcohol](https://police.ucf.edu/drugs-alcohol)
Check your competition page for your team's time slot, what to bring to your competition, and captains meeting requirements if applicable.

Staked tents and vehicles are not permitted on the grass at Memory Mall or Lake Claire any time during the conference.

Report to your competition locations at least 10 minutes prior to your designated time slot to ensure the events keep on schedule. It will be up to the judges discretion whether or not late/no-show teams will be allowed to compete.

Volunteers and Judges for the ASCE Southeast Student Conference are unpaid volunteers and have donated their time and efforts because of their love for engineering and ASCE. Remember that these volunteers are only human and therefore are susceptible to human error. We ask that all conference participants give the SESC volunteers and judges the respect they deserve.

We hope that all conference participants enjoy the 2020 Southeast Student Conference, but remember to stay hydrated, wash your hands, and to do your very best!
Think your school has the most spirit?

Want to feature your winning team at the awards banquet?

Send in your conference photos!

Photos can be emailed to SESC2020@dropevent.com

You can also easily upload photos at https://dropevent.com/gallery/SESC2020