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Last Updated	1/31/2019	91	1	1				1 1	1 1	ا ا
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								ecte	ş	usu Derj unt
Sponsors	Date	Time	Type	Owner / Who's Responsible	Action	Notes	MLH Comments	i i	Mar.	I X S
	Friday Feb 22 2019					12.22.	to an			
	Friday Friday	12:00 PM	Internal	Maria Camden	MLH Pallet Arives	Get CS department to help move pallet to ECSW	Your Point of Contact must be present to receive the pallet.			
	Friday	7:00 PN 8:00 PN	Internal Internal	Matt	Volunteer Training Final Team Meeting + Run Through					
	Friday	9:00 PN	/ Internal							
	Friday		Internal					П	П	
	Saturday Feb 23, 2019				1					
	Saturday	7:00 AN	Internal	Guangze	Pickup team breakfast		Sponsors need at least two hours before participants arrive to be able to setup. While most sponsors will arrive	++	+	
Building opens. Start arriving.	Saturday	7:00 AN	A Sponso	r_Mustafa	Doors open for sponsors	ECSW North Lobby	only shortly before participants, giving them the option is greatly appreciated.)	
	Saturday	7:30 AN	1 Internal	Everyone	Team and volunteers arrive & eat breakfast					
D	Saturday	7:30 AN	1 Internal	Everyone	Begin final set-up			-		
Please check-in by this time and prepare booths	Saturday	8:00 AA	1 Internal	Obinna	Setup sponsor checkin					
prepare bootns	Saturday	8:00 AN	/ Internal	Jacob	Test A/V			+	H	
	Saturday	8:15 AN	Internal	Marketing	Setup participant checkin					
							Having at least an hour for participants to arrive is a must, typically 2-3 is better to account for all schedules and			
Hackers will start visiting booths,	Saturday	8:30 AN	Public	Maria	Doors open for participants	Need at least 4 volunteers(4 laptops), power	give participants a chance to get to know sponsors			+
collect swag, hearing about your						strip/extension cord, set up in the north/south				
challenges, etc.	Saturday	9:00 AN	/ Public	Varika	Check-in starts	entrances				
	Saturday	10:45 AN	/ Public	Jacob	Opening Ceremony	ECSW 1.315				
		11:00 AN	/ Internal	Jacob	Welcome	1	Hackers want to hack, so keeping your opening ceremony to under an hour is definitely a priority.			
If you have a challenge, be prepared	Saturday	1	internal	Jacob	Keynote	+				
to give a brief description of your										
company and challenge statement	Saturday		Internal	Jacob	Sponsor Love			$\perp \perp$		$\perp \perp$
	Saturday		Internal	Jacob	State Farm	Introduce Challenge, < 3 min		+T	-11	$+$ Γ
	Saturday Saturday	1	Internal	Jacob Jacob	Citi JPMorgan	Introduce Challenge, < 2 min Introduce Challenge, < 2 min		+		++
	Saturday		Internal		Fannie Mae	Introduce Challenge, < 2 min		+		
	Saturday		Internal		Google	Introduce Challenge, < 2 min				
	Saturday		Internal		OIT + SG	Introduce Challenge, < 2 min				
	Saturday Saturday		_ Internal Internal		ASME Design Challenge GitHub, MLH, etc.	Introduce Challenge, < 2 min Introduce Challenge, < 2 min		++	4	
	Saturday			Jacob	Logistics	Talk about building, Slack, etc.		+		+
	Saturday			Mary / Selynna	Major League Hacking	MLH Rep				
						Same as check-in process (let walk-in's fill out				
Hackers will continue visiting booths,	Saturday	11:30 PM	Public	Varika	Walk-In Registration	Typeform)				\perp
collect swag, hearing about your										
challenges, etc.	Saturday	12:00 PM	/ Public	Matthew	Hacking Starts	Ceremony may end sooner				
	Saturday	12:00 PN	Public	Omar	Team Building Event				Ш	
Get lunch	Saturday	12:00 PN	1 Internal	Matthew	Lunch Arrives	F&F Express				
	Saturday Saturday	1:00 PN	Public Public	Camden	Lunch GitHub Workshop			+		+
If you have a workshop during this	Outurday	1.0011	i dollo	THE ICE	On the Workshop					
time, be sure your speaker arrives										
early so we can set it up	Saturday	1:30 PM	1 Internal	Guangze Guangze	Setup React Workshop			++		_
	Saturday Saturday	2:00 PN	/ Public / Internal	Omar	React Workshop Hosted by Match Setup Kubernetes Workshop			++		_
	Saturday		Public		Kubernetes Workshop Hosted by State Farm					_
						ECSW Balcony, Block Off Courtyard, Use neon			7 [
	Saturday	4:00 PN	Public	Guangze	Airplane Toss	paper		++	\perp	_
	Saturday Saturday	4:30 PN	Internal Public	Omar	Setup Google Talk Google Tech Talk Hosted by a UTD Alum			++		_
Get dinner	Saturday	5:30 PN	/ Internal	Maria	Dinner Arrives	Sonny Bryan's				
	Saturday	6:00 PM	Public	Maria	Dinner					
Feel free to leave during the evening.									П	
Please let coordinator know if your team is leaving. We advise you try to									\perp	
remain available through Slack if						~ 4 hours			\perp	
nackers have questions.	Saturday	7:00 PM	Public	Guangze	CSG CTF	Teams of 2-3		$\perp \perp$		
							Having a few team members leave early in the night, means they can come back and run the morning fresh.	1 T		
	Saturday	0.00 04	/ Public	Maria	MLH Cup Stacking	MLH Rep	Make sure your team members are adhering to this schedule and spending at least eight hours outside the venue. While this is hard, it will make your event run far more smoothly.			
	Saturday	9:00 PN	Public Public	Jacob	Smash Tournament Sponsored by State Farm	INC. I Kep	vonuo. vvinio uno is naiu, it wiii make your event run ar more smoothiy.	+	-11	
	Saturday	11:00 PN	/ Internal	Matthew	Late Night Snack Arrives	Bobaddiction				
	Saturday	11:30 PM	Public	Maria	Late Night Snack					
	Sunday Feb 24, 2019	142:00 AM 0:00 ***	Inter-	Matthau	Eallow Cloop Cahadula				1 1	1 1
	Sunday Sunday	12:00 AM - 8:00 AM 8:30 AM	Internal	Matthew Camden	Follow Sleep Schedule Breakfast Arrives	Einstein Bros.			щ	
Get breakfast	Sunday	9:00 AN	Public	Camden	Breakfast Arrives					
	Sunday	9:00 AN	Public	Varika	Begin announcing submission deadline	http://devpost.com/	Start making submission announcements, 1.5hr before the hack deadline			
We advise you return at this time to										
nelp hackers as they wrap up their	Sunday	10:30 AM	/ Public	Varika	Begin announcing submission deadline					
	Sunday	11:30 AN	/ Public	Matthew	Submissions Due (submissions soft deadline)				-	+
rojects.	Louisuay			Camden	Lunch Arrives					
projects.	Sunday				Hacking Ends (submissions hard deadline)	1				$\perp T$
projects.	Sunday Sunday	12:00 PN								
orojects.	Sunday	12:00 PN		Camden	Lunch		If you're using the same space for healing and owns a full transition will take 20 - 3		-	+-
orojects. Get lunch	Sunday Sunday Sunday	12:00 PN 12:00 PN	Public	Camden	Lunch		If you're using the same space for hacking and expo, a full transition will take 30m if you have volunteers working at full throttle. Schedule more time to allow yourself some buffer.	9	П	
projects. Get lunch Please have your judges on-site at	Sunday Sunday	12:00 PM 12:00 PM 12:00 PM	Public Internal	Camden Matthew	Lunch Transistion hacking space to expo		If you're using the same space for hacking and expo, a full transition will take 30m if you have volunteers working at full throttle. Schedule more time to allow yourself some buffer.	9	H	
projects. Get lunch Please have your judges on-site at this time to prepare for judging	Sunday Sunday Sunday	12:00 PM 12:00 PM 12:00 PM	Public Internal	Camden	Lunch				H	
Please have your judges on-site at this time to prepare for judging if you have a challenge, you will be	Sunday Sunday Sunday Sunday Sunday	12:00 PM 12:00 PM 12:00 PM	Public Internal	Camden Matthew	Lunch Transistion hacking space to expo					
projects. Get lunch Please have your judges on-site at this time to prepare for judging If you have a challenge, you will be responsible for joking the winners of	Sunday Sunday Sunday Sunday Sunday	12:00 PM 12:00 PM 12:00 PM	Public Internal	Camden Matthew	Lunch Transistion hacking space to expo					
Please have your judges on-site at this time to prepare for judging if you have a challenge, you will be	Sunday Sunday Sunday Sunday Sunday	12:00 PM 12:00 PM 12:00 PM	Public Internal	Camden Matthew	Lunch Transistion hacking space to expo					

W									
If you do not have a challenge, you wil	•	1							
be responsible for helping us judge									
our overall winners. We will provide					Expo judge briefing and give their table numbers to				
the judging criteria	Sunday	12:30 PM			go judge for their prize(s)		Generally, we target 90m for expos, for more on how this process works check out our Office Hours on Judging:		_ X
	Sunday			Matthew	Expo Starts		https://www.youtube.com/watch?v=Abhe2PavXyA&list=PLPDgudJ_VDUcdu9R9vv9KVk-RIXebhR4r&index=4		
	Sunday			Matthew	Expo Ends				X
	Sunday			Matthew	Expo Transition to Ceremony				X
	Sunday			Camden	Distribute travel reimbursement				
	Sunday	3:00 PM	Public	Matthew	Sponsor winners due to Jacob		Closing ceremonies almost always take 90m, unless you do novel things around judging		X
If you have a finalist judge, they will									
have to be present at the closing									
ceremony	Sunday	3:00 PM	Public	Jacob	Closing Ceremony				
•						Doing top 5 teams, 3m each, with 1m of judge	Ensure that you have a plan for demo times, judge questions, and transititions, our reccomendation is 2-3m per		
	Sunday	3:05 PM	Internal	Jacob	Event Summary	questions	team with an optional 1m max of judge questions, planning for 5m total (as buffer/transition)		
	Sunday	3:15 PM	Internal	Jacob	Finalist Demos Start				
	Sunday	3:30 PM	Internal	Jacob	Finalist Demos End				
	Sunday			Matthew	Finalist Judges Deliberate				X I
						Bryan Chambers unavailable (Will have someone			_
	Sunday	4:00 PM	Internal	Jacob	Final Keynote (Optional)	from Capital Factory)			
If you have a challenge, be prepared								-	
to announce your winning team at the									
closing ceremony	Sunday	4-20 DM	Internal	lacob	Sponsor prizes announced		Judge deliberation will almost always take 20-30m. Plan for something to do in that time.		
closing ceremony	Sunday			Matthew	Finalist Judges finish deliberation		Studye deliberation will almost always take 20-50m. I fair for something to do in that time.		
	Sunday		Internal		Announce overall winners				
	Sunday			Mary / Selvnna	MLH Closing			-	
	Sunday		Internal		Closing Logistics			-	
			Public					-	
	Sunday	4:30 PM	Public	Jacob	Thanks and come again			-	
If you need leave early, let us know									
(especially if you have a challenge!)	Sunday	4:30 PM	Internal	Matthew	Event Ends				
	1						Give yourself plenty of time for clean up. This often ends up taking longer than expected because everyone is		
	Sunday			Everyone	Cleanup Begins		tired.		X
	Sunday	7:00 PM	Internal	Matthew	Venue closes for participants				$\perp \perp \perp \perp$
					Venue closes for sponsors				