



# I-SWEEEP

International Sustainable World  
Energy Engineering Environment  
Project Olympiad

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Dear I-SWEEEP Participants,

Please read the following information carefully!

## Important Information

In order for us to provide you proper logistics (lodging and meals), you must read each of the following topics carefully.

- A- Accommodations Provided by I-SWEEEP
- B- Lodging Information
- C- Project Display Board/Shipping Instructions
- D- Adult Supervisor & Travel Information
- E- Transportation from Airport to Hotel
- F- Project Check in
- G- Required Forms
- H- Social Event
- I- Dress Code

## A- ACCOMODATIONS PROVIDED BY I-SWEEEP.

### HOTEL ACCOMODATIONS

I-SWEEEP provides hotel accommodations for finalist and their supervisors during the event; the accommodations are from May 7, 2015 to May 11, 2015 (until 11:00 AM). Please, inform I-SWEEEP for early arrivals and late departures so that we can try to make hotel arrangements for you. I-SWEEEP does not pay for extra days. Participants will stay at Hilton Americas- Houston.

*\*Please keep in mind students will be sharing a room with another student of the same gender. The same applies to the supervisors; they will be sharing a room with another supervisor of the same gender. If you wish otherwise you will be responsible for your own hotel accommodations. To reserve your individual room please contact [info@isweeep.org](mailto:info@isweeep.org). The rate for an individual room is **\$150 USD per night per person**. . If your parent is accompanying you as your adult supervisor and you wish to room together please notify us as early as possible. Please be aware if you notify us last minute we cannot guarantee your request.*

#### Hotel Info:

Hilton Americas- Houston  
1600 Lamar, Houston, Texas, United States 77010  
Tel: 1-713-739-8000 Fax: 1-713-739-8007

## FOOD ARRANGEMENTS

The following food arrangements have been made for the following days (breakfasts from May 7, 2015 to May 10, 2015 and lunch on judging day May 9, 2015). Please bring additional money for the other meals that we do not provide. We will provide a list of restaurants nearby the convention center for other meals during your stay.

Date	Breakfast	Lunch	Dinner
Thursday, May 7, 2015	✓		
Friday, May 8, 2015	✓		
Saturday, May 9, 2015	✓	✓	
Sunday, May 10, 2015	✓		
Monday, May 11, 2015			

For information on local restaurants in the Houston downtown area feel free to visit this link;  
<http://www.marketscenter.net/ext/houstondowntown/>.

## TRANSPORTATION

- **Travel Expenses**

I-SWEEEP participants are responsible for their own travel expenses (Airfare, Gas, Etc.). Please keep in mind that if you are flying in **WE DO NOT** provide transportation from the airport to the hotel (or from the hotel to the airport). If you are driving to I-SWEEEP please keep in mind **WE DO NOT** pay for parking.

- **Airport Transportation**

There are two airports in Houston; Bush-Intercontinental (IAH) and Hobby Airport (HOU). Both of these airports have transportation services to the Hilton Americas-Houston Hotel; I-SWEEEP representatives will be at the airport to welcome you. I-SWEEEP **DOES NOT** provide transportation from the airport to the hotel but our representatives will be more than happy to assist you in finding a taxi or shuttle that will take you to the hotel.

- **Local Transportation**

I-SWEEEP will have shuttle buses for all participants to attend activities **ONLY scheduled** by I-SWEEEP. If you are planning to explore Houston more, visit <http://www.destinationhou.com> to schedule a tour.

\*I-SWEEEP does not provide local transportation, only for the events we schedule; field trips.

- **I-SWEEEP Activities**

There is no fee to attend scheduled field trips and social events by I-SWEEEP. Admission fees to the Science Museum and NASA Space Center will be paid by organizers.

\*We do recommend bringing spending money in case you would like to purchase items at the gift shops.

## B- LODGING INFORMATION

1. I-SWEEEP provides hotel accommodations for finalist students and their supervisor during the event. Participants do not have to worry about making their own room reservations. When the students' adult supervisor fills out their travel information this will notify us of how many people are coming, are they male or female, what dates they will be arriving and departing, how many students, how many supervisors, and if there are any additional guest attending. Based on this information we will reserve the rooms for each group. If a student would like to room with their parents or a supervisor wants their own room please contact us at [info@isweeep.org](mailto:info@isweeep.org) and notify as early as possible.
2. Guest and Observers are more than welcome to attend I-SWEEEP. Unfortunately we do not cover the expenses for any guests or observers therefore, they will be responsible for their own expenses. I-SWEEEP can make the hotel reservations for them; the cost will be **\$150 USD** per night per person. We accept cash or checks; guests are required to pay once they arrive. They should make their reservations as soon as possible at [info@isweeep.org](mailto:info@isweeep.org).
3. If more than one project is qualified from the same school and the group consists of male and female students, hotel rooms will be provided for one male supervisor and one female supervisor.
4. Parents, teachers, or a close relative can register as the adult supervisors accompanying students during the event.
5. I-SWEEEP does **NOT** provide hotel accommodations for greater Houston area students.
6. **Hotel rooming is based on double occupancy. Participants will be placed with another I-SWEEEP participant of the same gender. Students will be roomed with another student from same school, if possible, or another school. Supervisors will be roomed with another supervisor as well.**
7. If a student attends the event with his/her parent, they will **NOT** automatically be roomed together. The parent must contact us and notify us that they want to be roomed together. Make sure you notify us as soon as possible.
8. If a participant does NOT want to have a second person in the room, he/she will be required to pay the single room rate; \$150 USD per night.
9. Supervisors will have to present a credit card at check-in for any additional incidental charges (room service, internet, phone etc.)
10. Please, inform I-SWEEEP for early arrivals and late departures so that we can try to make hotel arrangements for you. I-SWEEEP does not pay for extra days. The cost for any additional days will be \$150 USD per night per person.

**11. You and your adult supervisor, each must have a valid photo ID and your adult supervisor must present a credit card to complete the registration. Credit card is required by the hotel only to complete the booking process.**

**GUEST/OBSERVERS:** Additional guests/observes may be registered at \$150 USD per night per person. This price includes hotel accommodations at the same hotel and a pass to all I-SWEEEP events. I-SWEEEP will not provide any transportation or shuttle to and from any other hotel. Additional guest accommodation is subject to availability. Please contact us at [info@isweeep.org](mailto:info@isweeep.org) for additional guest related questions.

**NOTE: No hotel accommodations will be provided for participants from Greater Houston area.**

### **C- PROJECT DISPLAY BOARD**

**OPTION #1:** You may personally bring your project display board with you.

**OPTION #2:** If you prefer, you may ship your project display board to:

**I-SWEEEP Department**  
Harmony Public Schools  
9321 W Sam Houston Pkwy S  
Houston, TX 77099

*\*The deadline to have your board shipped to us is April 29, 2015.*

You can download shipping instructions in the link below.

<http://isweeep.org/wp-content/uploads/2014/10/2015-Shipping-Instructions.pdf>

**OPTION #3:** For those who are last-minute stress-lovers; you may bring all of your printouts, pictures, etc. to George Brown Convention Center. There will be poster boards for sale (\$10 USD including title board) and basic materials (free).

Don't forget to bring electronic copies of your documents in a flash drive. If something goes wrong, you will need the electronic copies to get printouts.

## D- ADULT SUPERVISOR&TRAVEL INFORMATION

The **Adult supervisor** can be a parent, teacher or a designated adult. Adult supervisor must provide information about all participants who are coming to I-SWEEEP. Please remember to log in and fill out your travel details online at [www.isweeep.org](http://www.isweeep.org).

**ADULT SUPERVISOR MUST SUBMIT HIS/HER INFORMATION ONLINE BY April 10, 2015 TO GUARANTEE A HOTEL ROOM.**

**NO FINALIST WITHOUT AN ADULT SUPERVISOR WILL BE PERMITTED TO PARTICIPATE IN I-SWEEEP.**

## E- TRANSPORTATION

**Airport Transportation:** There are two airports in Houston; Bush-Intercontinental (IAH) and Hobby Airport (HOU). Both of these airports have transportation services to the Hilton Americas-Houston Hotel; I-SWEEEP representatives will be at the airport to welcome you. I-SWEEEP does not provide transportation from the airport to the hotel but our representatives will be more than happy to assist you in finding a taxi or shuttle that will take you to the hotel.

Below are some transportation options from the airport to the hotel for you to consider:

### OPTION #1

Company Name	Cost
<b>Super Shuttle</b>	\$24.00 per person from IAH to the Hotel \$20.00 per person from Hobby to the Hotel
<b>Contact t Tel: URL:</b>	+1 713-523-8888 <a href="http://www.supershuttle.com">www.supershuttle.com</a>

### OPTION #2

Company Name	Cost
<b>Yellow Cab</b>	\$53.50 per cab from IAH to the Hotel (rates vary on time of day) \$26.00 per cab from Hobby to the Hotel
<b>Contact t Tel: URL:</b>	+1-713-236-1111 <a href="http://www.yellowcabhouston.com/fare_info.html">www.yellowcabhouston.com/fare_info.html</a>

## F- PROJECT CHECK -IN

Project check in deadline is 9:00 PM Thursday, May 7, 2015. Please consider possible flight delays and Houston traffic when you make your plans. Please see the schedule for details and [check our website for updates](#).

## G- REQUIRED FORMS (Media Release and I-SWEEEP Code of Conduct)

Parents need to log in and submit the Media Release Form and Code of Conduct Form in the link below. The forms must be submitted online before April 10, 2015.

<https://www.isweeep.org/isweeep/parents/Login.aspx>

## H- SOCIAL EVENT

There will be a social event on Saturday **May 9, 2015** at the Hilton-Americas Hotel. Students and supervisors are welcome to this event. Since there will be a gift exchange program during the event, you may want to bring some gift items such as: pins, key holders, flags, music, recipes for traditional foods, and traditional clothing items. You may exchange these items during the I-SWEEEP social event.

**Dress code:** Casual

## I- DRESS CODE

See the table below.

Event	Dress Code	Attendees
<b>Opening Ceremony/ The Awards Ceremony</b>	Traditional National Costume or Business/Formal Attire*	Open to public
<b>Public Viewing of the projects</b>	Business Casual or Traditional National Costume	Open to public
<b>Judging</b>	Traditional National Costume or Business Attire*	Judges and exhibitors
<b>Social Event</b>	Casual	Students and supervisors
<b>Field Trips</b>	ISWEEEP T-shirt and Lanyards	Students and Supervisors

**\*No shorts, jeans, or miniskirts.**

## QUESTIONS?

If you have any questions or concerns please feel free to contact us at [info@isweeep.org](mailto:info@isweeep.org) or by phone at (713)343-3333 ext. 2351.