# RoboCup 2016 -- Newsletter #3

## Welcome

Dear RoboCup Community, dear RoboCuppers!

Please carefully observe the following important information in our third newsletter:
- Registration (**deadlines!**)
- Visa
- Accommodation
- Cargo (**deadlines!**)
- Carry-on Luggage
- On-site Check-in
- Food and Beverages in the Venue
- Travel On-Site and within Leipzig
- Social Media

## 1   Registration / Reminder on Important Dates

Please find below important dates for RoboCup 2016:
- Start of late registration for Major and Junior team members: **June 01**
- End of late registration for Major and Junior team members: **June 25**
- Setup days for teams in Major Leagues: June 28 and June 29
- Setup days for teams in Junior Leagues: June 29
- Competitions in Major and Junior leagues: June 30 to July 03
- Symposium day: July 04

Web links related to registration:
- Main RoboCup 2016 web page with information on registration:
  http://robocup2016.org/en/participants/registration/
- RoboCup Federation registration page at regonline
  https://www.regonline.com/Register/Checkin.aspx?EventID=1812546

All information about authorization for registered participants and people accompanying participants without being registered at RegOnline can be found here:
http://robocup2016.org/en/participants/registration/authorization-for-participants/

## 2 Visa

Most of you who need a visa to enter Germany should by now have obtained the visa. Invitation letters have been sent to all registered participants who requested one.

We are aware that there exists a critical situation for our **participants from Iran**. It seems to be very difficult to obtain a visa appointment for the German Embassy in Tehran. More than a week ago, two top officials of the State of Saxony and of Leipziger Messe have visited the Embassy in Tehran and explained the situation. The Embassy has promised to be cooperative, and we have supplied list of participants still needing visa appointments to them. Please note that we do everything we can to make things happen, but our influence on the Embassy is limited. We continue to pursue this topic, but **please refrain from sending us emails** asking us to influence the Embassy or with special requests. If we hear news, we will immediately announce it to all team leaders affected.

## 3 Accommodation

Most of you should have booked accommodation by now and have also received confirmation of your reservation. The hotel booking site is still open and available to anyone who still wants to make reservations for rooms.

## 4 Cargo

The official Global Logistics Partner for RoboCup 2016 is DHL Trade Fairs & Events, who is taking care of the following cargo needs:
- Collecting your cargo at your premises
- Being responsible for all transport logistics
- Clearing customs in Germany (temporary or permanent importation)
- Delivering your cargo to the venue

The web page at http://robocup2016.org/en/participants/cargo/ gives an overview on all details of shipping, customs and cargo handling. You can download the General Guidelines (http://robocup2016.org/media/Participants/Guidelines-RC-2016.pdf, including important **deadlines**) as well as all necessary forms from this page. Please observe these deadlines, which are coming up **very soon**, to ensure your cargo will arrive on time for the competition. Deadline for air freight service is **June 17**.

At the venue, DHL will have a designated station where you can get help for transporting your equipment to your team area (e.g. by booking a hand lift truck).

## 5    Carry-On Luggage

If you plan to bring your robots as carry-on luggage, please make sure you ask your airline about any constraints that may exist, e.g. whether you can can take batteries as carry-on luggage and whether they can be inside the robots or not.

We advise all participants, who are transporting their robots in carry-on luggage, to apply for ATA Carnet before travelling, if possible. Application occurs with the relevant authorities, normally with the chamber of commerce. For creating ATA, a fee is required. Please ask for processing time and costs at your responsible department.

## 6    On-site Check-in

Please notice the following check-in times for Major and Junior participants:
- Check-In for all Majors: 8:00 to 23:00 on June 28 and 29, 2016
- Check-In for all Juniors: 8:00 to 23:00 on June 29, 2016:

In case your registration status is not "checked", e.g. because payment may still be pending, we ask these teams to check in **only after 13:00** on both days. Your registration status will have to be verified and fixed, if necessary, before you can be admitted to the venue.

Check-in and entrance to the Competition Halls will be at the Congress Center Leipzig (CCL): Seehausener Allee 1, 04356 Leipzig, Germany

After entering the CCL you will see check-in counters divided into leagues. Here your team leader/mentor needs to register the **whole team** (only team check-in, individual single check-in is not provided) by handing over the consent forms of **all** team members and signing for the reception of all team materials. **Please keep in mind to bring the filled and signed consent forms of all team members** with you – without those we cannot check in your team in. All checked in teams will receive a participant badge, a bag and a booklet for each team member.
**Consent Form:** http://images.leipziger-messe.de/rcl2016/RoboCup_2016_risk_n_damage_consent_form_CA.pdf

## 7 Food & Beverage in the Venue

To make sure that all RoboCuppers - no matter which special requirements or tastes they have - will find something to eat on-site, a variety of international dishes, snacks and beverages will be available in the food court and bistros at the venue between June 28 and July 3, 2016.

We are pleased to announce a special offer for meals for a **significantly reduced price** through sale in advance: You can purchase food vouchers valued at EUR 6.50 per meal at the designated counter in the CCL, Level 0, from 10:00 to 17:30 on June 28, 29 and 30, 2016. They can be redeemed for certain snacks or lunch and a non-alcoholic beverage (0.5 l) at the designated catering stations in the competition halls and the outdoor area on any day during the event until July 3.
Note that from July 1 to 3 there will no sale of food vouchers. However, you can directly order meals at the various food courts and bistros at regular prices.

For special meal requests – halal or kosher – it is necessary to pre-order food by email using the order form through robocup@fairgourmet.de **until June 21, 2016**. After pre-ordering and advance payment you can pick up your coupons for the ordered special meals at the designated counter in the CCL, Level 0, from 10:00 to 17:30 on June 28, 29 and 30, 2016. Please be aware that we have to order Kosher menus and Halal meat from external partners, so it is not possible to book those meals on-site without pre-ordering. The price per kosher menu is 56 EUR. Halal food costs 15 EUR per menu.

**Order Form for special food requests:** http://images.leipziger-messe.de/rcl2016/Order_Form_SpecialFoodRequests.docx

## 8 Travel On-site and within Leipzig

General information about arrival can be found on web page
http://robocup2016.org/en/participants/arrival-and-accommodation/.
After having arrived in Leipzig we recommend to stop by at one of our two welcome desks which are available from June 26 onwards. One welcome desk will be at Leipzig/Halle Airport (until June 29), the other at the main station in Leipzig (until June 28). There will be volunteers offering you information about on-site transportation as well

as a one-way ticket for using local public transport to get to your hotel. You will not need to buy a ticket.

With your participant badge, which you will get during check-in at the venue during the set-up days (see above), you are allowed to use **for free** the different means of local transportation provided by Mitteldeutscher Verkehrsverbund (MDV) to get from your hotel to the venue and back in the period from June 28 until July 4, 2016. During this period, the participant badges are valid as tickets for route networks for local public passenger transport services in the zones 110, 151, 156, 162, 163, 168, 210, 225 of MDV. Trams, buses and suburban railways can be used in the mentioned zones in the route networks in and around Leipzig as well as to travel to Halle (Saale). During the use of the local public transport the conditions of carriage of MDV shall be applied and must be observed. The participant badge should be always available during the carriage in the public transport network and must be shown upon request to the ticket inspector.

## 9    Social Media

Please follow us on the RoboCup 2016 social media channels:
    Facebook: https://www.facebook.com/robocupleipzig
    YouTube: https://www.youtube.com/channel/UCdSBUQv9eogjZJ-0FRoRlzw

## Closing

We wish you and your team successful preparations for RoboCup 2016, and we hope to see and welcome you all in Leipzig for an exciting and unique 20th RoboCup!

Best regards and best wishes,

On behalf of the RoboCup 2016 Local Organizing Committee:
    Gerhard Kraetzschmar, General Chair
    Oskar von Stryk, Associate Chair
    Ansgar Bredenfeld, Associate Chair
    Silvana Kürschner, Leipzig Trade Fair
    Hanna Krajczy, Leipzig Trade Fair
    Thomas Schmidt, Leipzig Trade Fair