

On-Site Registration and Team Notebooks

2007 ACM-ICPC World Finals – FINAL VERSION, release 5

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Revision History:

19 Feb 2007	wbp	Thrid draft. Downloadable Notebook Handouts are ready.
21 Feb 2007	wbp	Fourth draft. Team Notebook Construction Guide Added.
22 Feb 2007	srb, wbp	Final Version, release 1-5 Process refined. Numerous Corrections.

Who, where, when?

Your team must register at the hotel during your assigned [registration slot](#). All members of the delegation must register at that time.

On-Site Registration confirms that your delegation is present, that Team Notebooks meet requirements, and that official ICPC information is correct. You will be provided badges, certificates, T-Shirts, updated schedules, and brochures. UPE will provide bags and funding.

What must we bring?

1. Each member of the delegation must present an official picture ID such as a passport, national ID, or drivers' license and present a readable photocopy to the registrars.
2. Contestants must also present proof of enrollment such as a valid university ID and present a readable photocopy to the registrars.
3. Your team must provide a list of all hotel accommodations used by the team. Include the hotel name, room number, occupant names, type of room, date of arrival, and date of departure.
4. The team must submit one ISO CD-ROM, called the *Team Reference CD*, labeled with your university's name as it appears in [Team Status](#). The CD

must contain only one file, a PDF of your **Team REFERENCE Document**. That document contains the on-site documentation you printed and placed in the REFERENCE section of your Team Notebooks. The CD and PDF must not contain any active components or scripts.

5. The team must submit three team notebooks that conform to the [Team Notebook Requirements](#) as of the time of On-Site Registration.
6. In addition, each team member may bring a dictionary for translation purposes during the World Finals. They must not be marked in other than to identify the owner.

On-Site registration process

Please identify yourselves, provide the materials identified above.

1. Complete the On-site Registration Checklist. Your team must review and correct contact information and spelling of names in registration materials, certificates, and badges and correct them. Replacement certificates and badges will be provided expeditiously.
2. Complete the Initial Notebook Inspection described below.

Team Notebook inspection process

1. Team Notebook Inspection during On-Site Registration:

You must bring your Team Notebooks to on-site registration. ICPC staff will review notebooks for conformance with the [Team Notebook Requirements](#) and will advise any changes that may be required. We will provide you with a list of any required changes for conformance with competition requirements. You are not required to make corrections during this inspection. However, required changes must be made prior to Final Notebook Approval. Following this inspection you will keep your notebooks and may take notes within the requirements stated above.

2. Team Notebook Acceptance at the end of the last Practice SessionI:

Before leaving Practice Session II, each contestant must present their UPE bag for inspection at the **Final Notebook Approval Station**. The UPE bag must contain the Team Notebook, Dictionary, and any personal items you would like to have at the team workstation when the World Finals begins.

Once the contents of the bag and the notebook have been inspected and any unapproved items returned, the bag will be deposited and the contestant may go. The bags will be at the workstations when the World Finals begins.

You may bring no other materials to your workstation before or during the World Finals, so plan wisely.

About Team Notebooks

We want team members to be properly informed and to have limited, personal materials available at their workstations during the World Finals. The materials are organized into Team Notebooks, one per contestant.

To simplify the start of the World Finals, no one is permitted to bring materials into the Team Area. So, Team Notebooks are examined when they are deposited at the end of the last practice session. So that teams can be assured that their materials will pass inspection, Team Notebooks are pre-examined during On-Site Registration. This gives teams plenty of opportunity to make any necessary adjustments.

Team Notebooks have precise construction requirements for one simple reason. Uniform notebooks are much easier and quicker to examine. So please help us help you by carefully following these instructions.

Please visit the [Team Notebook Construction Guide](#) for help in building your notebooks. The notebooks must meet the following requirements.

Team Notebook Requirements

A Team Notebook is a labeled binder that holds either letter-size or A4 paper with sections, pre-printed materials, and a pouch or sleeve for holding items such as pencils, pens, and protractors. Each team prepares three identical Team Notebooks that meet these requirements:

1. Binder Requirements:

- Binders must be clearly labeled with your university's name. You may include your university's logo but no other corporate logos. *If the binder cover has a clear sleeve, the name can be printed on paper that is inserted under the sleeve.*
- No corporate logos other than ACM, ICPC, UPE, or IBM may appear in or on the binders except the binder's manufacturer logo.
- Binders must have pockets or sleeves for holding loose papers and handouts. *Sleeves may be inserts.*
- Each binder must have four (4) tabbed section separators labeled: **NOTES, HANDOUTS, REFERENCE, and WORK**, in that order.
- Each binder must have a **POUCH** for holding items such as pens, pencils, and protractors. *The pouch may be an insert or be built in to the binder.*

2. Tabbed Section Requirements:

- NOTES:** contains at most four (4) pages of single-sided hand-written notes. *It's a good idea to start with blank pages.*
 - HANDOUTS:** contains a single copy of the **Team Notebook Handouts document**. [<Download PDF here>](#) Print the document and insert it in this section. You may write corrections and comments on these handouts. The document includes:
 1. Schedule of Events
 2. World Finals Rules
 3. PC² Contestant Guide
 4. Practice Session Materials:
 - Practice Problem
 - Practice Session Script
 - Language-Specific Notes
 - REFERENCE:** contains a single-sided copy of your Team REFERENCE Document. The document can contain up to 25 pages of reference material, single-sided, letter or A4 size, with pages numbered in the upper right-hand corner. Text and illustrations must be readable by a person with correctable eyesight without magnification from a distance of 1/2 meter. It may include hand-written comments and corrections on the fronts of pages only ***.
 - WORK:** contains blank pages no more than 1/2" or 1cm thick. The paper can be in a tablet that attaches to the binder. The paper can be lined or in a grid, but not specialized graph paper.
- *** Hand-written annotations and corrections to ICPC handouts and PDF document must keep the spirit of limiting team-supplied reference materials to 25 pages. Violating that intent is grounds for confiscation of the binder and/or disqualification.

3. Other Items:

- POUCH CONTENTS:** pens, pencils, erasers, protractor, compasses, rulers, other simple writing and drawing devices, and small personal items.
- DICTIONARY:** In addition, each team member may bring a dictionary for translation purposes during the World Finals. They must not be marked in other than to identify the owner.