



To: NM MESA Advisors

From: Anita Gonzales, NM MESA Program Coordinator

Re: NM MESA Day Statewide Competition and MESA Day Leadership Council

Date: January 6, 2014

MESA Day is scheduled for February 24, 2014 at the Albuquerque Convention Center-West Complex. Below is important information you will need to pre-register and prepare to attend MESA Day.

TEAM BENEFITS (What NM MESA will pay for):

- Transportation to MESA Day as determined by your Regional Coordinator for competing students and required chaperone(s) only.

TEAM REQUIREMENTS (What each program needs to do to attend):

- Complete the electronic pre-registration as outlined below no later than **January 24, 2013 at 5PM.** *NOTE: This is the same deadline for all things MESA Day related.*
- All students that are attending **MUST** be NM MESA students in good standing, be entered in the NM MESA database as of the pre-registration deadline stated above. NOTE: This means they must be entered into MIMS and have their A-1's submitted as we will be running official rosters for use at MESA Day.
- All teams must come to MESA Day prepared to compete with an operative distribution system, review of study materials for the Water Harvesting Event, an Academic Display (HS Only) and will compete in all events.

SAMPLE OF WHAT NM MESA DOES NOT PROVIDE:

- Any additional stipend(s)
- Food costs or lodging fees
- Any other costs associated with attendance at MESA Day or other activities
- Any financial assistance for non-NM MESA students and/or teams

OTHER IMPORTANT INFORMATION:

- Prior to attendance you are reminded to review the official NM MESA handbook and FAQ page (posted on the NM MESA website) for logistical and event information regarding MESA Day.
- Team information and color group assignments will be posted to the NM MESA event website as they are available.
- Vending information will be posted to the NM MESA event website as it becomes available. The convention center has agreed to take payment directly from the school if you will be purchasing student meals. Information for that option will be provided with menus and price lists.
- Lodging-All teams are responsible for their own lodging reservations and payment. If you are consolidating transportation with another school, it is best you all make your reservations at the same hotel.

PRE-REGISTRATION PROCESS:

- The NM MESA Website has a MESA Day Event page and this will have a link to registration.
- On Line Registration will collect all teacher information, student information, team information, and travel information. Please have all information needed to complete registration including transportation vendor information, etc.
 - There is a sample pre-registration sheet in the NM MESA Handbook which will detail all needed information.
 - NOTE: For this event, transportation will be regionally consolidated. Prior to registration, please get with your Regional Coordinator to determine your approved transportation.

- Once registered you will receive a confirmation email and number which will allow you to modify or cancel your registration. Modifying includes adding/removing/changing teams or advisors and any other changes to your registration.
- When you receive your confirmation email it will say “# in Party: 1”. That is normal. Since you are registering by school, it is 1 school in party.
- Any modifications or cancellations for State Competition Attendance will have the same deadline of January 24, 2014 at 5PM.

MESA USA:

- For schools that will have teams participating in the MESA USA Qualifying round, you will need to mark the MESA USA option on registration.
- As part of registration you will need the student names on the competing team (2-4) and names of up to (2) alternates.
 - These students names cannot be changed, but a minimum of (2) of the named student will need to be at the qualifying event.
 - If your team makes it to the State Finals, any of the team member names or alternates can represent your team (2-4 students).
- Please review the MESAUSA Handbook for what will be required at the qualifying event.

PHOTOS AND VIDEOS: Any schools wanting to submit photos or videos for inclusion in our MESA Day Program, please review the requirements in the MESA Day Handbook and submit as requested by the same deadline of January 24, 2014.

MESA DAY STUDENT LEADERSHIP COUNCIL: MESA Day will be implementing the use of a student leadership council. The council will be responsible for assisting with all aspects of MESA Day including but not limited to: logistical assistance, opening and closing ceremonies, speaking and presentation roles, downtime events, VIP liaisons, etc.

25 students from throughout the state will be selected. All levels are encouraged to apply, but students must be responsible and represent NM MESA. Application requirements are below. Students will be able to participate in the leadership council and participate in MESA Day, but MESA Day participation is not required. All selected students will receive a leadership credit and recognition for being a MESA Day Student Leadership Council member.

REQUIREMENTS FOR STUDENT LEADERSHIP COUNCIL:

- Students will need to individually complete an application located on the MESA Day event site, by the same deadline of January 24, 2014.
- All selected students must participate in a phone conference (details upon acceptance) February 10, 2014 at 3:30 PM.
- All selected students must report the day of the event no later than 8AM. If participating in MESA Day, school needs to ensure your arrival in a timely manner so that your team can complete proper impound for the event.

RESPONSIBILITIES OF STUDENT LEADERSHIP COUNCIL:

Selected students will assist Program Coordinator and NM MESA Staff with logistical items at MESA Day to include:

- VIP Escorts (as available)
- Opening and Closing Ceremony Assistance
- Singing of National Anthem
- Speaking/Emcee of NM MESA Day Ceremonies
- Assistance with Downtime Events
- Assistance with NM MESA Raffles
- Assistance with Award Distribution
- Photography Assistance
- Assistance with Audio/Visual Presentations
- Other logistical roles as needed.
- Selected students will be assigned roles based on their preference, skills, and experience.

OTHER IMPORTANT INFORMATION-STUDENT LEADERSHIP COUNCIL:

- Email-Ensure that students apply with an email that is working they check regularly. All updates and information will be sent to the email used.
- We will be selecting up to 25 students from across the state. High School and Middle School students are encouraged to apply.
- All students should be self-motivated and should be able to serve in a leadership role.
- For middle school students, if there is no email provided, an advisor email can be used instead and the teacher advisor will be responsible for the relay of information.

GENERAL AGENDA:

TIME	EVENT	LOCATION
Sunday, February 23	*Optional*	
6:00 – 7:30 p.m.	School Early Registration Vehicle/Impound Judge Early Orientation	NM MESA Main Office 2808 Central Ave. SE
Monday, February 24	*All Room Locations Tentative*	
<i>All schools must arrive at the Event Location no later than 8:00 a.m.</i>		
6:00 a.m.	Staff Reports	Garden Foyer Suite Kiva Press Room
6:30 a.m.	Registration Volunteers Report	Ground Level Lobby
7:00 a.m.	Remaining Judges and Volunteers Report	Kiva Green Room/Auditorium
7:30 – 8:30 a.m.	School Registration – ADVISORS ONLY	Ground Level Lobby NW Exhibit Hall
8:00 – 8:30 a.m.	Prepared Design Device Practice Available HS Display Set Up	NW Exhibit Hall Lower Level Rooms*
8:00 a.m.	Student Advisory Council Reports	Stage-Kiva Auditorium
8:30 – 9:30 a.m.	Discovery Fair Set-Up	Lower Level Atrium
8:45 a.m.	Welcome/Instructions	Kiva Auditorium
9:15 a.m.	Dismissed by Event to Event Sites	
9:30 – 3:00 p.m.	Discovery Fair HS Display Judging-CLOSED TO PUBLIC	Lower Level Atrium Lower Level Rooms*
9:30 – 10:45 a.m. SHIFT 1	HS Prepared Design Challenge-RED HS On-site Challenge-BLACK HS Discovery Fair-WHITE MS Prepared Design Challenge-GREEN MS On-site Challenge-BLUE MS Discovery Fair-ORANGE MESA USA Teams Workshop	NW Exhibit Hall Ballroom A Lower Level Atrium NW Exhibit Hall Ballroom C Lower Level Atrium Lower Level Rooms*
11:00 – 12:15 p.m. SHIFT 2	MS Student Lunch MS Volunteer Lunch HS Prepared Design Challenge-BLACK HS On-site Challenge-WHITE HS Discovery Fair-RED HS MESA USA Physical Performance	Ballroom B Kiva Green Room NW Exhibit Hall Ballroom A Lower Level Atrium Lower Level Rooms*
12:15 – 1:30 p.m. SHIFT 3	HS Student Lunch HS Volunteer Lunch MS Prepared Design Challenge-BLUE MS On-site Challenge-ORANGE MS Discovery Fair-GREEN MS MESA USA Physical Performance	Ballroom B Kiva Green Room NW Exhibit Hall Ballroom C Lower Level Atrium Lower Level Rooms*
1:45 – 3:00 p.m. SHIFT 4	HS Prepared Design Challenge-WHITE HS On-site Challenge-RED HS Discovery Fair-BLACK MS Prepared Design Challenge-ORANGE MS On-site Challenge-GREEN MS Discovery Fair-BLUE MESA USA Teams Project Proposal	NW Exhibit Hall Ballroom A Lower Level Atrium NW Exhibit Hall Ballroom C Lower Level Atrium Lower Level Rooms*
3:00 – 4:00 p.m.	Staff & EC-NM MESA Score Room HS Teams to Displays MS Teams to Judge Displays-People’s Choice	Kiva Conference Room Lower Level Rooms* Lower Level Rooms*
4:00 p.m.	Awards Ceremony	Kiva Auditorium
4:30 p.m.	Depart for Home	

*Any additional Questions, Please Contact Anita Gonzales:
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