



**NM Mathematics, Engineering, Science, Achievement (NM MESA), Inc.**  
**26<sup>th</sup> Annual 'MESA Day'**  
**Albuquerque Convention Center-West Complex**  
**Monday, February 24, 2014; 7:00 AM-3:30 PM**  
**VOLUNTEER INFORMATION**

It is that time of year again where NM MESA is once again looking for volunteers for their annual MESA Day event. As a note, all registration will be conducted online: <http://www.cvent.com/d/p4q01m>. A link is also available on our NM MESA webpage: <http://nmmesa.org>. MESA Day has its own event page and all links will also be posted here.

This year we will be inviting all of our school programs to participate and our NM MESA Staff will be acting as lead event coordinators in all events. We are anticipating approximately 2000 attendees and are looking for over 100 judges and volunteers. All of our events focus around our theme of "Sustaining Our Future". **Judges and volunteers do not need to have technical expertise or previous knowledge as all of our volunteers will be trained on events.** Below are descriptors of all events and available roles. In addition, once you register you will receive a confirmation email with a link to the event website. Currently there are maps, an agenda, and miscellaneous information. This event website will be the place to go for any future information.

**NM MESA Events/Judging Roles:**

**On-Site Challenge – Water Harvesting**

Students have been given study resources and websites. They will answer questions and participate in hands on tasks that relate to the theme. Judges will assist with hands on stations, grading, and event management.

**Prepared Design Challenge-Food Distribution System**

Prior to MESA Day, student teams were given detailed parameters (available to view in our MESA Day Handbook) to meet various event objectives. Teams will build a food distribution system to deliver food loads on a pre-designed course map. Judges will assist with system inspection, course judging, and event management. If able to attend, a special orientation will be held for this event the evening before (in addition to the morning training for those unable to attend the evening before) as it is the most detailed and has an early start for student teams to check in and practice with their devices.

**Academic Display-High School Only**

High School teams are required to create an academic display that shows research on a chosen water issue. Judges will assist with display inspection and scoring based on a given rubric.

**Discovery Fair Vendors/Downtime Volunteers –**

NM MESA has limited display space for vendors to provide information and activities to attendees of MESA Day. All vendors will need to have tie-in to our theme of Sustaining Our Future, STEM Education, and/or College Preparedness. The discovery fair will run from 9:30-3:00, with setup being from 8:30-9:30.

Other Activities are currently being planned for competition downtime (the time students are not competing in an event). There will be various activities to keep students busy throughout the day. Volunteers will be needed to help with general downtime management.

**General Event Help –**

NM MESA is offering volunteers the opportunity to assist with other aspects of the 2014 MESA Day. If you can't commit to a full day of judging, perhaps these opportunities are right for you! General volunteers will be needed from 6:30-9:30 AM. Discovery Fair volunteers will be needed from 9:00 AM-3:00 PM. We need assistance with the following:

- Registration-student and judge registration prior to events.
- Bus Loading/Unloading-Helping busses taxi through the drop off area and get students escorted inside.
- Academic Display-Escorting teams to event area and assisting with check in of displays.
- Team Banner Check In-Schools are able to bring in school banners to be hung. They should bring all hanging materials but will need assistance with placement, etc.
- General Event Management-Helping to lead students into opening ceremonies, event escorts, and general crowd control as needed.

- Discovery Fair/Downtime Volunteers-Help throughout the day with crowd control in the discovery fair area, manage the information booth, and assist discovery fair vendors as needed. Volunteers will also assist with other activities during downtime.

### Any Questions–

If you have any questions or need clarification on anything, please contact: Anita Gonzales, NM MESA Program Coordinator. O: 505-454-3027, E: [anita@nmmesa.org](mailto:anita@nmmesa.org). NM MESA Webpage: <http://nmmesa.org>

If you have any questions concerning downtime or the Discovery Fair, please contact: Shaundina Watson, CI Region Coordinator. O: 505-277-5066, E: [swatson@nmmesa.org](mailto:swatson@nmmesa.org).

### General Agenda –

TIME	EVENT	LOCATION
<b>Sunday, February 23</b>	*Optional*	
6:00 – 7:30 p.m.	School Early Registration Vehicle/Impound Judge Early Orientation	NM MESA Main Office 2808 Central Ave. SE
<b>Monday, February 24</b>	*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. <b>SHIFT 1</b>	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. <b>SHIFT 2</b>	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. <b>SHIFT 3</b>	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. <b>SHIFT 4</b>	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	
<p>*Student teams will have assigned room assignments. Displays/downtime/MESA USA will be conducted in the Acoma, Cochiti, Apache, Isleta, Jemez, Nambé, Navajo, Laguna, Picuris, Sandia, Santa Ana, San Juan, Santo Domingo, Taos, Tesuque, Estancia, Enchantment I, Enchantment II, Centro del Sol, and Zuni Rooms. The Event Coordinator will be housed in the Garden Foyer Suite.</p>		

**All registrations need to be completed no later than 12:00 PM on February 19, 2014.  
Thank you for helping to “Build Tomorrow....Today!”**