January 19, 2018

Dear Science Olympiad Coaches:

Millersville University is excited to be hosting the Central Pennsylvania Science Olympiad Regional Competition on Saturday, March 24th, 2018. This year’s competition includes 31 high schools and 21 middle schools. The website, http://blogs.millersville.edu/mosciolymp/, contains additional information about the event. We will also contact you using the e-mail addresses listed on your registration form. If you have not been receiving e-mails from us, please let us know so that we can ensure we are using the correct e-mail address.

A brief schedule of events follows. Detailed times and locations for competition events are on the website.

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>7:00 to 8:15</td>
<td>Registration</td>
<td>Pucillo Gymnasium</td>
</tr>
<tr>
<td>8:30 to 8:45</td>
<td>Opening Ceremony</td>
<td>Pucillo Gymnasium</td>
</tr>
<tr>
<td>9:00 to 2:50</td>
<td>Competition</td>
<td>Various (see detailed schedule on website)</td>
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<tr>
<td>4:15 to 5:00</td>
<td>Awards and Closing Ceremony</td>
<td>Pucillo Gymnasium</td>
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**Impound Events:** Impound, for those events requiring it, will be held from 9:00 – 10:00 a.m. If a student has a conflict between impound and another event, please note that any team member or coach may impound the device for another participant.

**Directions:** There is a campus map and driving directions on the website. Once you are on campus at George and West Cottage Streets, continue south on George St. past the light at Frederick, and then turn left onto James St. (in front of the Student Memorial Center- SMC). Continue west on James Street. Buses can park and unload students in the Creek Drive parking lot (marked “BP” on the map), which is directly in front of you at the end of James Street. Cars may park in the lot marked “CP” on the map.

**Final Registration Form:** You must bring the enclosed Final Registration Form with you and present it at check-in. The form must be signed by your school’s principal. This form is also on the website.

**Publicity Waiver:** You must bring the enclosed Publicity Waiver form with you and present it at check-in. This form also must be signed by your school’s principal. This form is also on the website.

**Team Rooms:** Please note that teams/participants will not be allowed to leave belongings in the Pucillo Gymnasium. Team rooms have been assigned in Brossman, Caputo, McComsey, and Roddy Halls and are available as home bases for teams. These are where backpacks, etc. may be left. Many team rooms are also laboratories in which there is no eating or drinking. Please ensure your team members respect the no eating or drinking policy in laboratories.

**Coaches’ Lounge:** There will be a lounge for coaches in the science complex, with complimentary coffee, tea, donuts, and fresh fruit available in the morning (Roddy Hall - Room 266).

**Bus Driver’s Lounge:** A lounge for bus drivers, with complimentary coffee, tea, donuts, and fresh fruit will be provided in McComsey Hall - Room 266.

**Food:**
Caputo & Roddy Halls:
Cyber Café – Located on the ground level of Roddy Hall, the Café is open from 9:00 AM to 4:00 PM. The café offers a variety of Millersville Bakery items, as well as sandwiches, hot dogs, salads, fruit, chips and snacks, fresh ground coffees and cold beverages.

Gordinier Hall:
Anchor Café and Market, located on the first floor of Gordinier Hall, will be opening at 11:00 AM. The café and market features a deli-convenience store, offering fresh deli subs and wraps, pizza, burgers, fries, chicken, fresh baked items, and a large selection of fountain, bottled and hot beverages. Our Java and Sweets concepts offers Sun Roast Coffees, Millersville Bakery items, and Turkey Hill Ice Cream with cones and milk shakes.

Upper Deck, located on the second floor of Gordinier Hall, will be open for Brunch from 9:30 AM until 1:30 PM. Dinner is 4:30-7:30 PM. This is an “all you can eat” dining hall with omelets, waffles, pizza, burgers, hot bar, pastries, soup, deli, salad bar, desserts, and many other delicious choices. The price for lunch is $10.75. Cash and credit card (Mastercard & Visa) are accepted.

Please note that any food sales by schools/or individuals participating in the Science Olympiad are prohibited on the premises of Millersville University.

Event Supervisors and Judges: Complimentary boxed lunches will be provided for event supervisors and judges between 11:00 a.m. and 1:00 p.m. Supervisors and judges who are conducting events between 11:00 and 1:00 can have their lunch delivered to their event site.

Wristbands: Wristbands will be issued in your check-in packet when you arrive. ALL 15 team members must wear their wristbands snugly throughout the day in order to receive awards at the closing ceremony. If a team member's wristband shows that it has been tampered with, the participant will be disqualified. Wristbands may not be exchanged with other students.

Housekeeping: Please be courteous and use trash/recycle receptacles. Food and drinks are not allowed in any laboratories.

Sincerely,

[Kathryn Allen]
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(717) 871-7419

Enclosures: 1 - Final registration form (also available on website)
1 – Publicity waiver form (also available on website)