Appendix 7: Presentation Scheduling Request

Due March 21, 2005

Competition Location: __________________________________________________________
Vehicle Number: ______________________________________________________________
School: _________________________________________________________________________
Vehicle Name: _________________________________________________________________

Presentations will take place between 3:00 and 9:30 PM on Friday, April 22 at the
Presentation Site (TBA). Teams must request a range of times or a specific
time for their presentation. Although every effort will be made to satisfy these requests, there is
no assurance that this will be possible. If no request is made, the judges will assign a time to meet
the needs of the competition.

Presentations will be scheduled on an interim basis, based on the judges' best ability to satisfy the
requests (1) in the order received and (2) to meet the needs of the largest number of teams, the
judges, and the overall competition, within the time constraints of the schedule.

The judges will provide an interim schedule within one week of the receipt of your request, which
must be submitted with your Design Report. If a team has an unavoidable conflict with the time
assigned in the interim schedule, the team should contact the Chief Judge immediately to present
its case and request a rescheduling.

The final schedule will be distributed approximately one week before the Competition and posted
at design presentation area. Teams must be present and ready for their presentation at the time
assigned.

With this understanding, we request that our design presentation be scheduled as follows:

Within the period of ______ to ______ PM.

and preferably at ______ PM (scheduled at 10 minute intervals)

_________________________            _______________________________
Team Leader                                                     e-mail address

Telephone: Day: _________________          Night: __________________________