

Procedure for Site Decision for Future RoboCup

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This documents provides a general principles and guidelines for the site decision of the RoboCup events in future.

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I: Applications

A) Eligibility

Any governmental, academic, industrial, or professional organization is eligible as far as it shares the vision and purpose of RoboCup, and willing to faithfully contribute to the science and benefit of the society and for RoboCup.

The RoboCup Federation retains right to determine eligibility of independent organization based on the submitted records and other investigations.

B) Application Materials

Applicants must submit application materials with following items.

1. Executive Summary
2. Letters of Supports and official endorsement by government bodies
3. Organizing Committee
4. Overall Activity Plan
5. Statement on how RoboCup can be used to enhance research, industries, and education in the applicant's region.
6. Budget plan
7. Prospects for fund raising and possible endorsements of local government and industries on funding.

C) Deadline

Applicants must submit application approximately 18 months to two years before the date of the event, and must secure the spaces for the event.

- For year **2003**, deadline is as follows:
 - A letter of intent and draft proposal: January 31, 2001.
 - A final proposal: May 31, 2001
- For year **200X**, deadlines are:
 - A letter of intent and draft proposal: January 31, 200Y (Y = X-2)
 - A final proposal: May 31, 200Y

Interested applicants are encouraged to contact the federation in advance in order to enhance strength of the proposal.

II: Decision

The selection committee will review applications, including a presentation by applicants and the site visit.

The Board of Trustee will vote to make the site decision.

The official decision will be made at the trustee meeting two years prior to the proposed event.

III: Contract

Soon after the decision, the legal body representing the successful applicants and the Federation will sign the contract.

The RoboCup Federation may request applicants to sign conditional contract before the site decision that will be formally effective upon the decision.

Detailed procedures will be decided case-by-case.

IV: Disclosure

A successful proposal will be made available for public.

V: General Requirements

A general facility and organizational requirements are as follows:

- A) A facility should have a well-equipped exhibition space and conference room that can be reserved through the event. In general, it is necessary to reserve the competition space for 10 days.
- B) 24 hours access to the competition site with guards is highly recommended.
- C) Competition site shall be minimum of 3,000 square meters. Please contact the federation for details.
- D) Hotels within walking distance and cheap accommodations for students are essential.
- E) Internet connection is mandatory
- F) RoboCup is a complex technical event, so a professional local event organizer is inevitable.
- G) Government and industry supports are very important for the success of the event.

VI: Sponsorship Arrangement

Sponsorship arrangements need to be consulted with The RoboCup Federation before making any definite commitments. There are issues that need to be taken care of, such as conflicts between sponsors, benefits that can be offered, etc.

For further information, please contact to The RoboCup Federation
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