2015 MATE ROV Competition Manual

SCOUT CLASS

2015 MATE ROV COMPETITION:

ROVs in Extreme Environments: Science and Industry in the Arctic

SCOUT CLASS COMPETITION MANUAL

For general competition information, including a description of the different competition classes, eligibility, and demonstration requirements, see **GENERAL INFORMATION**. **You can also find information by visiting Team Info.**

CONTENTS

OVERVIEW

THINK OF YOURSELVES AS ENTREPRENEURS

From drilling for oil in deep water to exploring shipwrecks and installing instruments on the seafloor, individuals who have entrepreneurial skills are in high demand and stand out in the crowd of potential job candidates. What are entrepreneurial skills? They include the ability to understand business operations (e.g., finances, research and development, media outreach), work as an important part of a team, think critically, and apply technical knowledge and skills in new and innovative ways.

To help you to better understand and develop these skills, the MATE ROV competition challenges you to think of yourself as an entrepreneur. Your first task is to create a company or organization that specializes in solutions to real-world marine technology problems. Use the following questions as a guide.

- What is your company name?
- Who are its leaders – the CEO (chief executive officer – the leader) and CFO (chief financial officer who oversees the budget and spending)?
- Who manages Government and Regulatory Affairs (i.e. who's in charge of reviewing the competition rules and making sure that they are understood and followed by everyone)?
- Who is responsible for research and development (R&D)?
- Who is responsible for system(s) engineering? Testing? Operations?
- Who is responsible for fund-raising, marketing, and media outreach?
- What other positions might you need? (Depending on your personnel resources, more than one person may fill more than one role.)
- What products and services do you provide?
- Who are your potential clients?

In this case, the MATE Center, polar scientists, and offshore oil and gas industry executives are your "clients" who recently released a request for proposals. A request for proposals (RFP) is a document that an organization posts to solicit bids from potential companies for a product or service. The specifics of your product design and rules of operation – as well as the specifics of your mission – are included below.

PART 1: PRODUCT DEMONSTRATION

OVERVIEW

SCOUT class companies will part in the following TWO product demonstrations that consist of distinct tasks:

DEMO #1: SCIENCE UNDER THE ICE
Collect samples of organisms and deploy a sensor.

DEMO #2: SUBSEA PIPELINE INSPECTION & REPAIR
Remove corroded sections of pipeline and install new sections.

NOTE: Regional competitions may require companies to complete two demos during one product demonstration run. Regional competitions may give companies more than one attempt at a product demonstration. Contact your regional coordinator to determine what is required at your regional competition.

Regardless, the product demonstration scores will be added to your ENGINEERING & COMMUNICATION score to determine your total, overall score for the competition.

SCORING OVERVIEW

The competition consists of product demonstrations, technical documentation, sales presentations, and marketing displays with the following scoring breakdown:

- **Product Demonstrations**
  - 120 points (max), plus a time bonus
- **Engineering & Communication** – 150 points (max)
  - Technical documentation – 50 points (max)
  - Sales presentations – 50 points (max)
  - Marketing displays – 50 points (max)
- **Safety** – 10 points (max)

TOTAL POINTS = 360

NOTE: Regional contests may not require all three of these components. Contact your regional coordinator for more information.

TIME

The time that your company will have to complete the product demonstrations will depend on your regional event. Contact your regional coordinator to determine how your demos will be set up and how long you will have for the tasks.

Regardless of how the demos are set up and how much time you have, at any time during the product demonstration you may pilot your ROV to the surface and remove it from the water for things such as buoyancy adjustments, payload changes, and troubleshooting. However, the mission clock will NOT stop. The

only time the clock will stop is if a judge determines that there is an issue that is beyond your control.

Otherwise, the clock will only stop after all of the tasks are successfully completed, the ROV has returned to the surface under its own power so that it touches the side of the pool, and a member of your company at the mission station has physically touched the vehicle. Your ROV is not required to return to the surface between tasks.

TIME BONUS

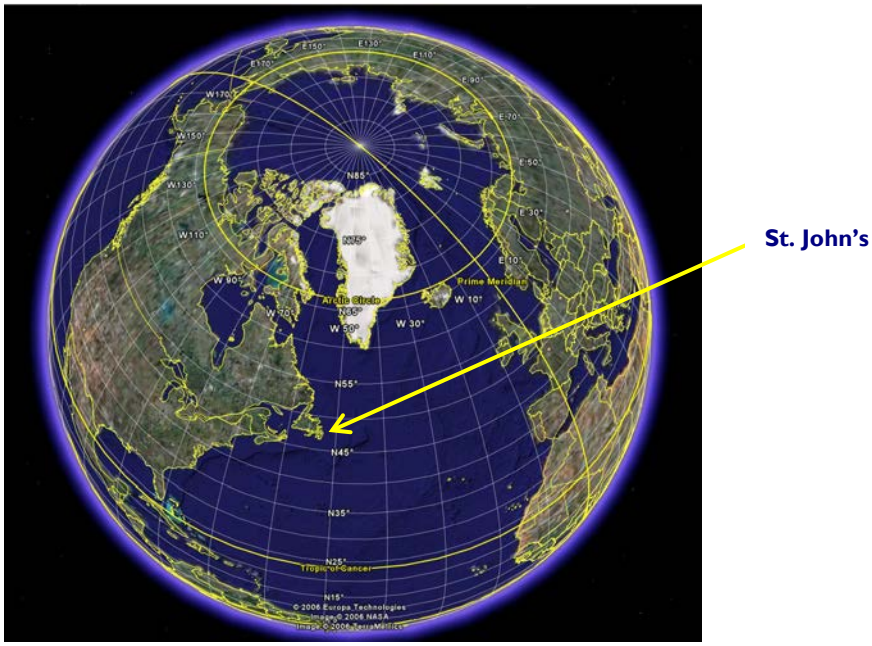
Your company will receive a time bonus if you:

1) successfully complete the three tasks,
2) return your ROV to the surface under its own power so that it touches the side of the pool, and
3) physically touch your vehicle before the mission time ends.

How the time bonus is calculated will depend on your regional event. Your regional coordinator will tell you this when he/she explains how your demos will be set up and how much time you'll have to complete them.

CONTEXT

Located ~2,100 km south of the Arctic Circle, St. John's is the capital of the province of Newfoundland and Labrador, Canada. The oldest city in North America, St. John's offers a combination of old world charm, unique architectural, historic and natural attractions, and is located in close proximity to spectacular coastlines, historic villages, and a diverse selection of wildlife.



The city is also home to Memorial University of Newfoundland's Marine Institute (MI) and the National Research Council's Ocean, Coastal, and River Engineering (OCRE). MI houses the world's largest flume tank, with a water capacity of 1.7 million liters and water velocity ranging from 0–1 meters per second. The flume tank's viewing gallery has a 20 meter-by-2 meter viewing window and seats 150 people. The OCRE includes an

ice tank and offshore engineering basin. In the ice tank, the water surface can be frozen and the air temperature maintained at –30 to 15 degrees Celsius to simulate the polar environment. The offshore engineering basin is used to simulate the extreme ocean environment; waves, wind, and currents can be generated to reach various sea states.

A number of scientists who work in polar environments are based in St. John's or use it as a starting point for their research in the Arctic. Likewise, several companies involved in oil and gas operations in the North Atlantic are headquartered in St. John's, while a number of others have offices there. Both polar researchers and oil and gas companies use the facilities at MI and the OCRE to test their equipment before heading out to sea. Both also employ technicians and engineers to design, build, and operate this equipment both in the "lab" and in the field.

NEED

The polar science community and the offshore oil and gas industry are in need of remotely operated vehicles that can conduct 1) ***SCIENCE UNDER THE ICE*** that includes counting species and sampling organisms, deploying an instrument, and collecting data about an iceberg to determine its volume and 2) ***SUBSEA PIPELINE INSPECTION & REPAIR*** that includes finding and removing a corroded section of oil pipeline.

Members of the polar science community and the offshore oil and gas industry have already contracted with MI and the OCRE to use their facilities for testing out the new vehicles before taking them into the field. The facilities are reserved for June 25-27, 2015.

However, regional testing will take place between March and May 2015. Certain regions may combine the two product demonstrations into one; in addition, regions may NOT require all three Engineering & Communication components. Contact your regional coordinator for the dates and requirements for your regional testing.

This is where your work begins.

REQUEST FOR PROPOSALS (RFP)

General

Science in Polar Seas

The Arctic Ocean is the smallest of the world's four ocean basins with a total area of about 1.4 million square kilometers (compare that to the Pacific, which has a total area of 179.7 million square kilometers). It is also the world's least explored ocean; its remoteness and harsh environmental conditions make working in it a challenge.

Scientists are planning an expedition to explore and study the Canada Basin, a 3.7-kilometer deep bowl adjacent to the Beaufort Sea, which is located north of the Northwest Territories, the Yukon, and Alaska and west of Canada's Arctic islands. It often referred to as "The Hidden Ocean" because this part of the Arctic is covered with sea ice for most of the year.

The expedition will take place on board the U.S. Coast Guard (USCG) icebreaker *Healy*, which is designed to break four feet of ice continuously at a speed of three knots and can operate in temperatures as low as -45°C. The *Healy* can also handle a fly-away ROV system.

Scientists and the USCG Healy crew on the sea ice in the Canada Basin (photo credit Ian MacDonald, Texas A&M University)

The purpose of the expedition is to study the Canada Basin from the surface of the ice to the bottom of the deep sea. This includes identifying and sampling organisms and deploying sensors to track whales.

The organisms include algae that live on the "underside" of the ice cover. On average, more than 50% of the primary productivity in the Arctic Ocean comes from algae that live near the ice-seawater junction, making this interface an important part of the polar marine ecosystem. More than 200 species of algae are known to exist in the Arctic sea ice, but, with additional sampling, many more species are likely to be discovered.

Bowhead whales are an endangered species of baleen whale found exclusively in arctic waters. Scientists are studying their distribution and migratory patterns in the hopes that it will lead to a better understanding of their role within the arctic ecosystem and, possibly, conservation actions that could save the species.

In addition, scientists are working with a commercial company interested in using ROVs to collect data about icebergs. This company provides ice and other environmental services for the offshore oil and gas industry. The company currently uses satellites, aircraft, and specialized ice radar to detect and track icebergs. It is interested in expanding its tools to include ROVs, mainly to document and collect data on the more than 90% of an iceberg that is below water surface. Engineers and technicians from the company will join scientists during ROV testing in the OCRE's ice tank.

Oil and Gas Operations along the North Atlantic Continental Shelf

The Atlantic Ocean has contributed considerably to the development and economy of the countries around it. Besides its transatlantic transportation and communication routes and fishing resources, the Atlantic Ocean has oil deposits in the sedimentary rocks of the continental shelves.

The North Atlantic continental shelf is particularly rich in oil. Total oil production from North Atlantic fields is about 3.2 million barrels per day (mbls/day), or roughly 3.5% of the global

production (total world oil production is ~89.7 mbls/day). Currently there are three countries with oil-producing platforms in the North Atlantic – the United Kingdom, Norway, and Canada.

The Hibernia oil production platform, one of four oil platforms located off the coast of Newfoundland (www.hibernia.ca)

ExxonMobil Canada, Chevron Canada Resources, Canada Hibernia Holding Corporation, Murphy Oil, and, Statoil, Suncor Energy, Husky Energy, Nalcor, and Mosbacher are companies with investments in oil and gas fields in the North Atlantic Ocean offshore of St. John's. The Terra Nova field, operated by Suncor Energy, is one example. This field is located approximately 350 kilometers southeast of St. John's.

Suncor Energy's Floating Production Storage and Offloading (FPSO) vessel *Terra Nova* was designed for the polar environment. It is a double-hulled, ice-reinforced vessel with five thrusters (two forward and three aft) and a global dynamic positioning system, which is an automated system that allows the vessel to maintain its headings. This same system also reduces the impact of waves by allowing the FPSO to change to more favorable headings in high winds and storms.

The *Terra Nova* FPSO is one of the largest FPSO vessels ever built. It is 292.2 meters long and 45.5 meters wide, which is approximately the size of three football fields laid end to end. From the keel to the helideck, it stands more than 18 stories high. The *Terra Nova* FPSO can store 960,000 barrels of oil and house up to 120 personnel while producing. It can also handle ROV systems.

The FPSO Terra Nova (www.suncor.com/en/about/4001.aspx)

Suncor Energy is currently looking for ROVs that can perform routine maintenance and repair. Engineers and offshore personnel will evaluate the ROV's performance in the OCRE's offshore engineering basin as well as MI's flume tank. These facilities will allow the company to determine how the ROV handles working in the extreme environment of the North Atlantic.

Document Scope and Purpose

This and the following sections describe the technical specifications and requirements for ROV services needed by the polar science community and the offshore oil and gas industry. In 2015, ROV services include:

1) SCIENCE UNDER THE ICE

- Collect samples of algae from the underside of the ice sheet.
- Collect urchins located on the seafloor.
- Deploy a passive acoustic sensor in a designated area.

2) SUBSEA PIPELINE INSPECTION & REPAIR

- Turn a valve to stop the flow of oil through the pipeline.
- Remove sections of corroded pipeline.
- Install new sections of pipeline.
- Turn a valve to start the flow of oil through the pipeline.

Specifications

See the specific tasks described below as well as the VEHICLE DESIGN & BUILDING SPECIFICATIONS and COMPETITION RULES sections.

Maintenance and Technical Support

The company will guarantee the ROV for the duration of the product demonstrations. Repair or replacement will be at the company's expense. The company will provide at least one day of technical support to deal with any issues.

Shipping and Storage

Delivery of the ROV will be no later than the date of the nearest regional contest.

Evaluation Criteria

a. Technical documentation
b. Sales presentation
c. Marketing display
d. Product demonstration

References

Arctic Ocean
http://en.wikipedia.org/wiki/Arctic_ocean
http://en.wikipedia.org/wiki/Pacific_Ocean
http://en.wikipedia.org/wiki/Beaufort_Sea

Census of Marine Life
www.coml.org

Whales and passive acoustic sensing:
www.enchantedlearning.com/subjects/whales/species/Bowheadwhale.shtml
www.afsc.noaa.gov/nmml/CetaceanAssessment/bowhead/bmsos.htm
http://cetus.ucsd.edu/projects/pubs/BurtenshawDSRII2004.pdf

Ice and Environmental Services
www.provincialaerospace.com/

Offshore Oil and Gas
www.suncor.com
www.hibernia.com

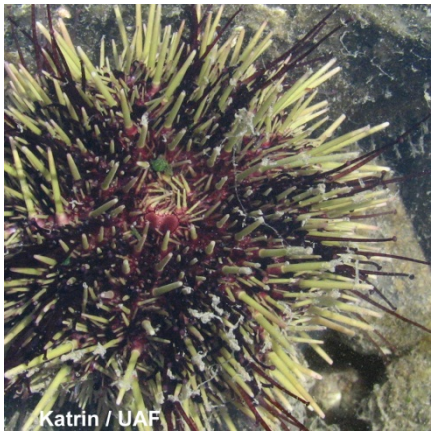
IMPORTANT NOTE: Questions about production demonstrations and design and building specifications must be posted to the competition FAQs board located here. This allows all companies to see the questions and answers and helps to avoid duplicate questions. That said, please make sure that your question(s) has not already been asked – and answered – before posting.

PRODUCT DEMONSTRATIONS

DEMO 1: SCIENCE UNDER THE ICE

Your company is tasked with collecting urchins from the seafloor and samples of algae from the underside of the ice sheet.

Algal "lumps" under Arctic Sea ice (www.arctic.noaa.gov/reportcard/sea_ice_biota.html)



Urchins on the Arctic seafloor (www.arcodiv.org/seabottom/Urchins.html)

Your company is also tasked with deploying a passive acoustic sensor on the seafloor underneath the ice sheet to monitor baleen whales. These sensors are essentially underwater hydrophones that "listen" for the whale calls.

This task involves the following steps:

- **Collecting four samples of algae from the underside of the ice sheet – 5 points each, 20 points total**
- **Collecting four samples of an urchin located on the seafloor – 5 points each, 20 points total**
- **Deploying a passive acoustic sensor in a designated area – 20 points**

TOTAL POINTS = 60

Mission Notes:

The tasks of the science under the ice product demonstration may be completed in any order. Regional competitions may combine the science under the ice product demonstration with the subsea pipeline inspection and repair product demonstration task. If that is the case, companies may alternate between science under the ice tasks and the inspection and repair tasks. Contact your regional coordinator for more information.

Companies must collect four samples of algae from the underside of the ice sheet. The ice sheet will be simulated by a 1 m x 1.5 meter rectangle of plastic sheeting or bubble wrap around a 1 ½-inch and ½-inch PVC framework. The plastic or bubble wrap "ice" will be clear to opaque, but the algae will be visible through the sheet of ice. The samples of algae will be simulated by ping pong balls. There will be 10+ samples of algae located on the underside of the ice sheet. Companies will receive 5 points for each ping pong ball removed from the bottom of the ice sheet, returned to the surface, and placed on the pool deck, up to 20 points total.

Companies must collect the sample of algae without damaging it. If the ping pong ball is crushed (no longer a sphere) or cut (inside is open to the water), companies will not receive points for removing it from the underside of the ice sheet or returning it to the surface. Companies that damage a sample of algae may attempt to collect another sample.

Companies must collect four sea urchins from the seafloor. The sea urchins will be simulated by a 4-inch O-balls. Companies will receive 5 points for each O-ball that is removed from the sea floor, returned to the surface, and placed on the pool deck (surface, side of the pool), up to 20 points total. Companies that push or roll an O-ball out of their mission area may not leave the mission area in an attempt to retrieve it. Additional urchins will not be provided.

Companies must deploy a passive acoustic sensor into a 50 cm x 50 cm designated area. The passive acoustic sensor will be constructed out of ½-inch PVC pipe with a 3-inch PVC float. The passive acoustic sensor will be located on the surface, side of the pool at the start of the production demonstration. Companies may attach the passive acoustic sensor to their ROV during the set-up period. Companies may also drop the passive acoustic sensor into the water and retrieve it from the seafloor. In this case, the sensor must be dropped within 0.5 meters from the edge of the pool; companies may not purposefully toss it to land in or near the designated location.

Companies will receive 20 points when the passive acoustic sensor is deployed by the ROV within the designated area. A successfully deployed sensor must have all four legs inside the designated area and be "right side up." Companies will not receive points if the sensor is on its side or upside down. The legs of the sensor may be touching the inside PVC edge of the designated area, but the legs cannot be on top of the PVC of the designated area.

The passive acoustic sensor will weigh less than 10 Newtons in water.

DEMO 2: SUBSEA PIPELINE INSPECTION & REPAIR

Your company is tasked with repairing a section of corroded pipeline. This includes turning a valve to stop the flow of oil, removing the corroded section of pipeline, installing a new section of pipeline, and turning a valve to restart the flow of oil.

Corroded subsea pipeline (http://subseaworldnews.com/2014/04/01/baosteel-yantai-delivers-subsea-steel-pipes-for-bohai-oilfield/)

This task involves the following steps:

- **Turning a valve to stop the flow of oil through the pipeline – 10 points**
- **Removing the corroded section of pipe from the pipeline – 10 points**
- **Returning the corroded section of pipe to surface – 10 points**
- **Installing a new section of pipe into the pipeline – 20 points**
- **Turning a valve to start the flow of oil through the pipeline – 10 points**

TOTAL POINTS = 60

Mission Notes:

The tasks of the pipeline inspection and repair task must be done in order. Companies may choose to skip a step, but will not get points for that step even if it is completed at a later time. Regional competitions may combine the subsea pipeline inspection and repair product demonstration with the science under the ice product demonstration. If that is the case, companies may alternate between the subsea pipeline inspection tasks and repair and the science under the ice tasks. For example, a company may turn the valve to stop the flow of oil through the pipeline then move on to science under the ice before returning and completing the pipeline inspection and repair.

Companies must turn a valve on the pipeline to stop the flow of oil, simulated by water, through the pipeline. The valve will be constructed from ½-inch PVC pipe and a brass gate valve. Turning the valve completely clockwise will close the valve. The valve may need to be turned up to 1170^{o} (3.25 times around) to be completely opened or closed. Companies will receive 10 points when they completely close the valve and

water is no longer flowing through the pipeline. A spray nozzle on the surface will provide a visual confirmation that the valve has been closed and water is no longer flowing through the pipeline.

Once the valve has been closed, companies must remove the corroded section of pipe from the pipeline. The corroded section of pipe will be constructed from 1 ½-inch PVC pipe. A U-bolt will serve as a grab point for lifting the pipe to the surface. Companies will receive 10 points when the section of pipe is removed from the pipeline. Removing the section of pipe is defined as the section of pipe under control of the ROV and no longer in contact with the seafloor or touching any other section of the pipeline.

After removing the corroded section of pipe from the pipeline, companies must return it to the surface. Companies will receive 10 points when the corroded pipe is removed from the pool and set on the pool deck.

Companies must then install a new section of pipe into the pipeline. The new section of pipe will be given to the company only when the corroded section of pipe has been removed from the pipeline. Companies may attach the new section of pipe to their ROV or drop it into the water and retrieve it from the seafloor. The pipe must be dropped within 0.5 meters from the edge of the pool; companies may not purposefully toss it to land near the oil pipeline.

The new section of pipe must be installed into the cradle from which the corroded section of pipe was removed. The cradle will be constructed from two 2-inch PVC tee sections. Companies will receive 20 points when the new section of pipe is installed into the cradle. To receive points, the pipe must stay within the cradle after the ROV has released it and maneuvered away.

The damaged section of pipe and the new section of pipe will be painted different colors.

Once the new section of pipe has been successfully installed, companies must turn the valve to restore the flow of oil through the pipeline. The valve must be turned completely counter-clockwise to open the valve. The valve may need to be turned up to 1170^{o} (3.25 times around) to be completely opened. Companies will receive 10 points when the valve is turned completely. Note that companies MUST turn the valve to completely open. Water flowing out the nozzle on the surface is NOT an indicator of a completely opened valve.

If a company has successfully completed all mission tasks and is returning to the surface with the final items to be removed from the pool (algae samples, sea urchin), time will stop when a member of the company touches the vehicle. If any of these items is subsequently dropped from the vehicle into the pool, time will not restart. Companies will not receive the points for returning the organisms to the surface and therefore cannot receive a time bonus.

The **SCOUT Product Demonstration Photos** contains photos of completed mission props.

PART 2: MISSION PROP BUILDING INSTRUCTIONS & PHOTOS

By popular request, this section has been removed and made into its own, separate document. This document will be released and posted by December 20, 2014.

PART 3: VEHICLE Design & Building Specifications

1.0 GENERAL

1.1 FAQs

Questions about vehicle design and building specifications, as well as competition rules, should be posted to Competition Help within the MATE Forum Hub. That helps to make sure that all companies can view the questions and answers and helps to avoid duplicate questions. That said, companies should make sure that their questions have not already been asked – and answered – before posting. When posting their question, companies should refer to the specific specification (e.g. ELEC-002S).

1.2 Documentation Required

The following documents should be included within your Technical Documentation. If your regional competition does not require technical documentation, these diagrams must still be submitted for review by safety inspectors on the day of the competition. All symbols must be standard symbols as specified by ANSI, NEMA, or IEC. Diagrams not utilizing ANSI, NEMA or IEC symbols will not be accepted.

DOC-001: Companies must provide a system interconnection diagram (SID) of their vehicle control system. An SID is an electrical diagram of their wiring, including their control box, motors, and any other electrical systems on their vehicle. The SID should separate and show what systems are on the surface and what systems are on the vehicle. The SID should not exceed one page in length. **The diagram MUST show an ROV system fuse.**

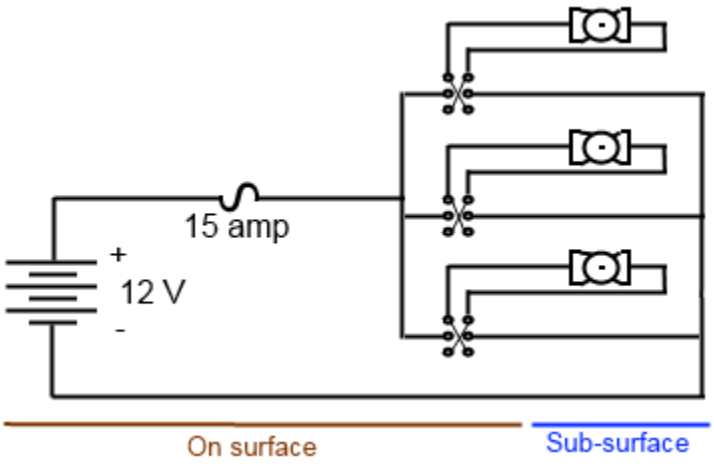


Diagram: An example of an acceptable switchbox SID.

DOC-002: Any electrical diagram should use ANSI, NEMA, or IEC symbols. They should be neatly hand drawn or created using a CAD software program.

ANSI: American National Standards Institute
IEC: International Electrotechnical Commission
NEMA: National Electrical Manufacturers Association

Note: Companies may use free drawing software such as OpenOffice to create their diagrams.

DOC-003: Companies using fluid power (hydraulics or pneumatics) must provide a fluid power diagram. The diagram should separate and show what systems are on the surface and what systems are on the vehicle.

DOC-004: All symbols used in documentation must be in ANSI, NEMA or IEC format.

2.0 SAFETY

Safety is the competition's primary concern and guiding principle. Any system that is considered unsafe by competition officials will not be allowed to compete. If a concern is found during the first safety inspection, companies are permitted to attempt to correct it and have their ROV re-inspected. However, the competition schedule will NOT change to allow companies more time. Companies are allowed to have their vehicle re-inspected twice. If a company fails to pass its third and final safety inspection, it is disqualified from the underwater competition portion of the event. There are NO APPEALS once your ROV has been disqualified.

Examples of safety violations from previous ROV competitions include:

- No SID was provided at the safety check.
- The SID included in the technical documentation did not show a main fuse or circuit breaker.
- The ROV used pneumatics, but the technical documentation did not include a pneumatics diagram.
- Sharp items, or potentially sharp items, (fishing hooks, glass bottles) were included on the vehicle.
- The vehicle motors were not waterproofed.
- Propellers were not protected inside the framework.

2.1 Safety inspection protocol

1. Before entering the water for practice or a mission run, the ROV system **must** go through a safety inspection. Once the company successfully passes inspection, they will turn in their safety inspection sheet and be presented with a Green PASSED Flag. Companies must present the PASSED Flag to the pool practice/mission coordinator before their vehicles are permitted to enter the water. Each company's flag will be uniquely identified with company number on the flag.
2. At the start of the safety inspection, companies must submit a systems interconnection diagram or SID. Competition staff will conduct a safety inspection of the vehicle using the SID and the safety inspection sheet.
3. If the safety inspector(s) identify a safety violation, companies will have the opportunity to address it. The pool practice or mission run schedule will NOT change to allow companies more time.

4. If during the second safety review the
    a. violation has not been properly addressed or
    b. another violation is found

   companies will have ONE more opportunity to address the issue.
5. If during the third safety review a violation still exists, companies will not be permitted to participate in the underwater mission component of the competition. However, companies can still participate in the engineering and communication (technical documentation, sales presentation, and marketing display) component.
6. Reminder: All companies must present the Green PASSED Flag to the pool practice or mission coordinator before placing their vehicles in the water. In addition, mission station judges and competition officials can pause or stop a mission run at any time if they feel that there is a potential safety concern.

Your regional competition may use a system other than a Green PASSED Flag, but all companies must pass a safety inspection before entering the water. Contact your regional coordinator to determine if a Green PASSED Flag will be used for safety verification or another system will be used.

2.2 Safety Inspection Completed

Companies must complete their safety inspection before entering the water for practice or a mission run on the day of the competition.

3.0 SPECIFICATIONS

The ROV must meet the following requirements to compete in the event:

3.1. Operational

3.1.1 Multiple Vehicles

OPER-001: MULTIPLE VEHICLES ARE NOT PERMITTED. Companies are required to design and build ONE ROV that can complete the necessary mission tasks. All ROV components must be connected to the ROV.

3.1.2 Environmental

OPER-002: The ROV System must be able to function in fresh, chlorinated water with temperatures between 15°C and 30°C. The water should be considered conductive of electrical currents.

OPER-003: Visibility in the pool is unlimited. The pool will not be covered or purposefully darkened in any way. However, wind, divers, or ROVs may create ripples on the surface that affect visibility. Companies must also retrieve samples from under a simulated sheet of ice. The simulated sheet of ice will be clear, but may hinder direct visibility. Companies should plan accordingly.

OPER-004: There will be no water currents intentionally created. However, depending on the venue, pressurized pool filtration system outlets may cause unexpected currents.

Note: Contact your regional coordinator to learn more about the environmental operating conditions of the competition pool. Some pools may have sloping bottoms or other features that could affect ROV performance.

3.1.3 Service Requirement

OPER-005: Companies shall provide a product demonstration team of up to 4 people to operate the ROV on the pool deck. Companies may be composed of more than 4 people, but only 4 company members are allowed on the pool deck to operate the vehicle.

3.1.4 Maintenance

OPER-006: All work and system maintenance during operations shall be conducted by company personnel. Work of any kind must NOT be done by mentors or advisors.

3.2. Mechanical/Physical

3.2.1 Tether Length

MECH-001S: ROVs must be capable of operating in a maximum pool depth of 4 meters (13 feet). All underwater missions will take place within 6 meters (20 feet) from the side of the pool. Tether lengths should be calculated accordingly.

Note: Many SCOUT class competitions are held in water less than 4 meters deep. Contact your regional coordinator to determine the maximum depth of the SCOUT competition.

3.2.2 Vehicle Deployment and Recovery

MECH-002S: The product demonstration team (up to 4 people) must be able to carry the entire vehicle by hand. The crew must be able to hand launch and recover the ROV. No lifts or levers may be used to launch the ROV.

3.2.3 Propellers

MECH-003S: Propellers must be enclosed inside the frame of the ROV or shrouded. Companies that have propellers protruding outside of their frame will not pass the safety inspection and will not be allowed to compete.

3.3. Electrical

ELEC-001S: All power provided to your ROV system must be obtained from the MATE competition power supply. This is a singular point of connection; all power to your ROV must pass through the MATE-provided fuse on the battery AND the single fuse in your wiring.

ELEC-002S: MATE will provide a nominal 12 volt power source at the mission station. This power source may be a battery or a power supply. Nominal voltage may be as high as 14.8 volts.

ELEC-003S: Voltage may never be increased above the nominal 12 volts anywhere in the ROV system. Voltages in excess of the nominal 12 volts are not allowed on the ROV at any time other than the brief moment of back electromotive force (back EMF) from collapsing magnetic motor fields typical in any electrical motor.

Current

ELEC-004S: The ROV **MUST** have a 15A maximum fuse in the positive power supply line within 30 cm of the positive banana plug. The SID must show this fuse and include the amperage rating of the fuse.

ELEC-005S: ROV systems are allowed two replacement fuses during the mission run. In the event that the ROV system blows the third fuse during the mission, the mission run will be over and no additional points will be earned.

Power Connections

ELEC-006S: Power supply connections will be via standard banana plugs. Companies' ROV's tether must have male banana plugs to obtain power.

Exposed connections and disposable motors

ELEC-007S: All electrical components going into the water must be waterproofed. ROVs with electrical connections that are exposed to the water and not sealed will not be permitted to enter the pool. Disposable motors (motors with no waterproofing) are not permitted.

3.4 Onboard Electrical Power

ELEC-008: Onboard electrical power is not allowed. All power for the vehicle must come down the tether. Batteries (9-volt, AAA, AA, etc.) are **NOT** allowed under any circumstances.

NOTE: *Water leaking into a closed battery container can result in the generation of hydrogen gas. This gas can build up inside a pressure housing and create an unsafe situation. For this reason, onboard batteries are NOT allowed under any circumstance. Any device that needs power must obtain that power directly from the ROV tether. For devices that operate at a voltage other than the tether voltage, an onboard ROV converter may be included. The converter must be sealed and not exposed to water. This rule includes commercial "watertight" battery containers; no battery of any type is permitted on any competition vehicle.*

3.5 Power Shutdown

ELEC-009S: Power shutdown: For safety purposes, any ROV that is disconnected from the surface power supply must stop functioning in less than 5 seconds.

3.6 Fluid Power

Any vehicle using fluid power must provide a fluid power diagram. Fluid power is hydraulic pumps (water) or pneumatic pumps (air) on the vehicle or on the surface.

FLUID-001S: Electrical pumps of any sort are NOT allowed. Companies may only use manual pumps (hand or foot pumps) to push fluids down the tether and to their vehicle.

FLUID-002S: Companies may only use WATER as their hydraulic fluid. Companies may only use AIR as their pneumatic fluid.

FLUID-003S: Companies may not use pressure accumulators. Pressure inside any container must never exceed the ambient pool pressure. If air is pumped into a container on the vehicle, that container must be open to the water. Vent holes on the container must be at least ¼-inch (6.35 mm) in diameter.

For example: A company wants to fill a PVC pipe container on the vehicle with air. Companies may only use a manual pump (hand/foot powered bicycle pump) to push air down to the vehicle. The company drills four ¼-inch holes in the bottom of the pipe. As they pump air into the container, it will displace the water out of the holes in the bottom of the pipe. However, the pressure inside the container can never get above the ambient pool pressure; excess air will come out the holes on the bottom of the pipe once all the water has been displaced.

3.7 Cameras and monitors

CAM-001: Cameras are not required in the SCOUT class. However, if a company chooses to use cameras on their ROV, they are limited to one video display screen. This monitor must be provided by the company, MATE will not provide a video display monitor for you.

CAM-002: All cameras and the one monitor MUST be powered from the MATE 12 volt supply. Companies may not plug cameras or the monitor into AC wall sockets. Companies may not use their own battery packs or USB to run cameras or monitors. NO EXCEPTIONS.

3.8. Lasers

SCOUT class companies may NOT use lasers on their vehicle.

PART 4: COMPETITION RULES

GENERAL

- All members of the company and their supporters must follow the safety regulations of the ROV competition, pool facility, and event venue.

- All company members and their supporters are expected to conduct themselves in a professional and responsible manner during the competition. Disrespectful behavior towards the judges, officials, pool staff, audience, or other teams will lead to penalty points or disqualification.

- Sabotaging, stealing, or pilfering equipment of other companies will lead to disqualification. Companies found cheating will also be disqualified.

- The MATE ROV competition is designed to be an educational and inspirational event for **STUDENTS**. It is designed to challenge them to apply the physics, math, electronics, and engineering skills they are learning in the classroom to solving practical problems from the marine workplace. (See the MATE Competition Philosophy.)

  It is expected that all "adults" (non-students; e.g. teachers, mentors, parents) involved in the competition limit their input to educational and inspirational roles. Actual construction of the ROV (especially in complex electrical and software areas) must be completed by the students. Adults should teach and advise students about design, electronics, software, and construction, but not complete the work for the students. Throughout the process adults are encouraged to focus on benefits to the students from the process and not simply winning. If it becomes apparent that adults exercised more than an advisory role, judges reserve the right to deduct points or, in extreme cases, disqualify companies from the competition.

  While at any MATE ROV competition (international and regional), **ALL** work done on the vehicle must be conducted by company members. Teachers, mentors, parents, and non-competing students are not permitted to work on the ROVs. They may provide advisory input, but they may not work on the ROV directly. All mechanical electrical and software modifications and/or repairs to the ROV must be completed by students.

PROCEDURAL

- Companies must compete during their assigned time slots. Your company is **NOT** permitted to switch time slots with another team. Failure to show for your scheduled product demonstration or for your company's sales presentation will result in "no score" for that particular competition category. **No exceptions.** Assigned time slots will be sent out in advance so that any scheduling concerns can be addressed prior to the event.

  *Regional contests may refer to the mission station as the control "station" or "shack."

- While there is no limit to the number of students who can compete as part of a company, **the product demonstration team (aka demo team) is limited to four students**. The demo team is defined as the team of students who operate the vehicle and its associated equipment during the product demonstration. The product demonstration is conducted at a "mission station." Only four students will be allowed to enter the mission station, launch, pilot, and perform the tasks. Instructors, mentors, and/or non-student members cannot participate as part of the demo team. **Companies may alternate students on the demo team for the two product demonstrations.** (All members of the company should participate in the engineering and communication components; see ENGINEERING & COMMUNICATION for more information.)

- Only the demo team members and judges are allowed at the mission station during the product demonstration, which includes the set-up and demobilization periods. Other members of the company, instructors, mentors, audience members, and observers (press or special invited guests) must remain outside the mission station or in designated viewing areas.

- Instructors, mentors, parents, and "fans" are **NOT** permitted at the safety inspection stations or repair tables. Two warnings will be issued before individuals not following this rule will be asked to leave the venue.

- In addition, instructors, mentors, parents, and fans are **NOT** permitted to work on the ROV. Individuals who are seen working on the ROV who are not student team members will be issued a warning. Two warnings will be issued before individuals not following this rule will be asked to leave the venue. If companies choose to take their ROVs off the competition grounds for maintenance and repair, they are expected to observe this rule in the interests of the spirit of the competition.

- Video devices may be used to record the underwater activities for entertainment and learning purposes **only**. Video will not be used as an instant replay to review judges' decisions or to challenge product demonstration timing.

- Mission stations will be roped off and marked. Mission stations will contain 2-3 chairs and one 6-foot table long table for teams to use. This table will be within 3 meters of the pool edge. Mission stations will be set up to prevent the pilot(s) from looking at the ROV in or under the water except through the ROV cameras.

- Companies will compete in TWO product demonstrations that consist of distinct tasks. Companies may get up to **TWO** attempts to complete each product demonstrations. If that is the case, the **higher** of the two scores will be added to the engineering and communication score to determine the total, overall score for the competition.

  In general, the product demonstration time consists of a 5-minute set-up period, a 15-minute performance period, and a 5-minute demobilization period. If the demo team and all of their equipment are not out of the mission station at the end of the 5-minute demobilization period, the team will be **penalized 1 point for each additional minute**.

  Note: Regional contests may or may NOT offer teams two attempts at the product demonstration tasks. In addition, the product demonstration time frames for set-up, performance period, and demobilization may be different at your regional contest. Contact the regional coordinator in your area for more information.

- Manipulating the tether to free it from underwater obstacles is permitted. Pulling on the tether to speed up the recovery of items or to return your vehicle more quickly to the surface is not permitted

and will result in penalty points. Judges will issue one warning if tether pulling occurs. Each future infraction will result in **5** points deducted from the final product demonstration score.

- If your vehicle is completely disabled and/or its tether tangled and unable to free itself from the underwater environment, SCUBA divers can be called in to assist. However, the product demonstration time will NOT stop and **5** points will be deducted from the final product demonstration score**.**

- **Note**: Some regional events may not provide SCUBA diver support. If that is the case, ROVs that become tangled and unable to free themselves or are otherwise disabled will not be "rescued" by a SCUBA diver until the product demonstration time is over. Unfortunately, that means that no additional mission points can be received. Contact the regional coordinator in your area to determine if your regional will have SCUBA diver support during your mission run.

- No demo team member shall enter the water to complete an object recovery. Only arms and hands are allowed into the pool to retrieve an object or to retrieve the vehicle. Companies will be disqualified or penalized depending on the severity of the infraction.

- Communication using cell phones, text messaging, and online social media tools such as Skype, Facebook, Twitter, instant messaging, etc. is NOT permitted during the product demonstration, either between the demo team members at poolside or between any demo team member and anyone outside of the mission station.

- **Mission judges and other competition officials will only communicate with students.** Judges and officials will NOT communicate with mentors, parents, or other non-student members regarding mission information, challenges, or other issues except during pre- and post-competition briefing sessions.

DESIGN & SAFETY CONSIDERATIONS

- The competition coordinators and host venues stress the importance of safety practices and procedures to all companies. The score sheets will reflect the MATE Center's efforts to encourage and reward teams that demonstrate exceptional safety practices and procedures.

- **ALL ROVS MUST PASS A SAFETY INSPECTION CONDUCTED BY COMPETITION OFFICIALS PRIOR TO ENTERING THE POOL.** These inspections will be conducted topside to ensure that ROV systems meet the design and building specifications and do not pose a risk to the integrity of the event venue. See VEHICLE DESIGN & BUILDING SPECIFICATIONS for additional information.

- **ROV MOTORS MUST BE WATERPROOFED!** No exceptions. You may use already waterproofed motors (bilge pump motors, etc.) or you may choose to waterproof small electrical motors. Methods for

waterproofing electric motors can be found on the competition web site www.marinetech.org as well as in the little yellow book "Build Your Own Underwater Robot and Other Wet Projects."

- Propellers must be enclosed inside the frame of the ROV or shrouded. **Companies that have propellers protruding outside of their frame will not pass the safety inspection and will not be allowed to compete.**

- Cameras and monitors are permitted, but aren't needed as companies are allowed to look into the pool to pilot the ROV. If your company chooses to use a camera(s), the cameras(s) and monitor must be powered off of the 12-volt battery provided by the contest organizers. **NO AC POWER IS PERMITTED WHATSOEVER**. In other words, you can't plug your ROV into a wall socket!

- Radio transmitters that operate on a separate battery are permitted. No batteries are permitted to be in or on the water. No exceptions.

- Safety must also be a priority when operating your ROV poolside. Keep an eye out for tripping hazards. Make sure that your connections to the battery or power supply are not lying in pools of water on the deck. During your product demonstration, be sure to secure any equipment so that it does not fall off the mission station table, damage the deck, or cause injury.

- Loose fitting clothing, jewelry, and long hair could all become safety issues. Consider securing long shirts or baggy pants, removing jewelry, and tying back long hair when working on or operating your ROV.

- ROVs may be constructed out of materials of your company's choice, provided they meet the design and building specifications and safety regulations. Warning labels should be posted on potentially hazardous components of your ROV system.

- **Closed-toed shoes are required on the pool deck and anytime you are working on your ROV.** Safety glasses or goggles should be worn when working on your ROV.

- Personal flotation devices (PFDs) may be required when launching and recovering your vehicles. Contact your regional coordinator to determine whether this is a requirement at your regional event. If PFDs are required, they will be provided by the regional coordinator.

PART 5: ENGINEERING & COMMUNICATION

The ability to effectively communicate information about your vehicle and the design and building process is equally as important as how well your vehicle performs. Strong communication skills are an essential part of good business practices. To emphasize this point, the competition requires the following three engineering and communication components:

- Technical Documentation (formerly known as the project report)
- Sales Presentation (formerly known as the engineering presentation)
- Marketing Display (formerly known as the poster display)

IMPORTANT NOTE: Most regional events don't require all three of these engineering and communication components. Be sure to check with your regional coordinator about the requirements.

For your Technical Documentation and Sales Presentation, you are communicating with technical audiences, such as potential future clients. The Marketing Display should be thought of as part of your marketing plan and geared towards general (including non-technical) audiences.

TIPS FOR EFFECTIVE WRITTEN AND ORAL COMMUNICATION

Communicating ideas about how to solve a problem and evaluating those ideas is a critical skill for anyone thinking about a career in marine technology. It is a skill that is directly linked to decision making about whether or not to hire (or fund) us and our ability to affect the work that we do.

The key to a successful technical documentation and sales presentation is the way that critical thinking and engineering reasoning are communicated. You can think of the process as technical "storytelling."

Technical storytelling includes the use of text, images, diagrams, and data to communicate the "story" of how your company brainstormed and evaluated ideas to come up with your solution (e.g. ROV, payload tools) to the problem at hand (tasks). It also involves organizing the information to efficiently present your work and justify why you did what you did.

However, choose details with care. Each detail should help to answer the question "why is what you did the best solution for your team and for this competition?" Describe why a component in the system is critical and how you chose it. Include specifications or dimensions only if they help to explain the "why" and "how" you made choices. Keep in mind that a mechanical drawing with dimensions can replace a lot of text and in many cases do a better job telling details of the story than text.

Maintaining a project notebook is a good business practice that will help to capture ideas and keep track of your company's progress – including your research, designs, trade studies, experiments, data, vehicle specifications, testing, expenditures, and donations. The notebook is also a place to write down your company member's contributions (time, support, etc.).

Along with your notebook, here are some items to consider as you prepare to tell your story via your documentation and presentation:

- What was your company's "work breakdown structure" (tasks, time, and people)?
- What were the greatest limitations (schedule, budget, equipment, labor, logistics, etc.) on your design process?
- How did the mission and rules influence your design and decisions?
- What process, such as a tradeoff matrix, did you use to evaluate competing design solutions?
- What were the most important design decisions you made and why?
- Did you have a noteworthy troubleshooting experience? Any problem or procedure that takes more than 20 minutes to figure out is worth understanding and writing down.

TECHNICAL DOCUMENTATION

Your company is required to submit technical documentation that will be reviewed and evaluated by a group of judges who represent science, exploration, government, and industry. (These individuals may not be the same judges who evaluate your company's sales presentation.) Technical documentation is a means for your company to describe the design, operations, and features of your vehicle. Your clients should gain a good technical understanding of your ROV and your company's ability to address your client's needs for an ROV.

The deadline for submitting this documentation will vary amongst regionals. Contact your regional coordinator to find out yours.

Each judge will evaluate and award a score (50 points max). Judges' scores and comments will be returned to you shortly after the event.

The guidelines and required components for the technical documentation are:
Note: Make sure to label any and all figures, graphs, diagrams, and photographs.

- **Length is less than 10 pages**
- **Font size of at least 12 points (font type can vary)**
- **All measurements are in SI units (metric)**
  Exceptions include ½-inch PVC pipe and other items described or sold in imperial units.
- **Title page** that includes:
  - Your company's name
  - School, club, or community organization's name, city, state, and country.
  - **COMPLETE** list of the members of your company and their role (CEO, CFO, pilot, etc.). You can also include grade level/career goals and expected graduation date.
  - **Names of** your instructor(s) and/or mentor(s)
- **Abstract (150 words or less)** that is concise and clearly summarizes the project.

- **Photograph(s) of your completed ROV**
  You are permitted to make changes to your vehicle between the time you submit your documentation and the competition; however this must be a photo(s) of your completed, intact vehicle, not photos of individual part or tools.
- **Budget**
- Keep an accounting of how much money you raised and spent, items (building materials, equipment, travel stipends, etc.) that were donated, and items that were re-used from previous years. For donated items, make sure that you list the organization or individual who made the donation. For both donated and re-used items, make sure that you include an estimate of the item's present-day value.
- **Tip:** Ask your school's business or accounting office for examples of budget sheets.
- **Systems Integration Diagram (SID)**
- A SID is a system-level, connection diagram that includes electrical and, if applicable, fluid power wiring information. Board-level and component-level schematics should not be included; however, these may be brought to the sales presentation for reference purposes. The intent is to provide the competition judges with a one-line diagram showing how the various systems are interconnected without the detail of each and every wire.

  The SID must include a clear distinction between the surface controls and the ROV. Make sure to highlight safety features such as fuses. The SID may be NEATLY drawn by hand or created using a CAD software program. If the ROV uses pneumatics or hydraulics, the SID MUST include fluid power pathways. An example of an acceptable SID can be found here.
  Note: Companies can use free drawing software such as OpenOffice to complete the diagrams.
- **Design rationale** presented in a clear and logical manner. This section should comprise the bulk of your documentation. ***It should focus on the technical aspects of your vehicle and how your ROV was built to perform the specific tasks.*** See the questions under Sales Presentation below for an example of information that you should cover.
- **Safety.** This section should describe the steps that your company has taken to identify and fix any safety concerns in order to make sure that your vehicle and its operation are **SAFE**.
- **Description of at least one challenge** that your company faced and how you overcame it. This can include both a technical challenge and a challenge related to working as a team.
- **Description of at least one lesson learned or skill gained** during the design and building process.
- **Discussion of future improvements**
  In this case, the MATE Center is your "client" and has defined both the problem to be resolved and the products and services you need to provide. However, future clients could include research institutions, private companies, and government agencies. How would you improve your ROV for a future client?
- **Reflections on the experience**
  This can be written from the point of view of your company as a whole or individual members of your company can contribute a reflection. It can include personal or professional accomplishments that you achieved as a result of participating in the competition.
- **References**

List any books, journal articles, magazines, trade publications, web sites, and professional advice that you used as sources of information.

- **Acknowledgements**
- Please recognize your sponsors (companies, organizations (including the MATE Center), professionals from industry, and/or mentors) and the type of support that they provided (funds, building supplies, equipment, site visits to facilities, time, and/or technical expertise). You can include organizations and/or individuals that provided logistical and/or moral support (e.g. your parents, siblings, or pets). Regional competition teams should also acknowledge regional contest supporters.

SALES PRESENTATION

During the competition, your company will present to a group of judges who represent science, exploration, government, and industry. Your presentation should describe 1) the engineering behind your vehicle's design; 2) how it operates; and 3) any possible safety issues. It should also highlight any innovations or creative solutions to solving the mission tasks. After the presentation, the judges will ask the members of your company questions about your ROV.

Each judge will evaluate both your presentation and responses to their questions and award a score (50 points max) based on your presentation and how you answer their questions. Judges' scores and comments will be returned to you shortly after the event.

All of the members of your company should participate in the sales presentation and you should have your ROV with you. Be sure to organize your information and practice your presentation in advance. Ask your instructors, mentors, and parents for feedback. Practicing will help you to work out any "kinks" and be more comfortable talking in front of the judges.

Depending on your regional, this may be a presentation and a question and answer period OR a question and answer period ONLY. Either way, you should be prepared to talk about your vehicle and answer questions about it and your company.

Here are some examples of the questions that the judges might ask:

- How did you decide on the shape of your ROV and the materials to build it?
- How much did it cost to build your vehicle? What building materials were donated, built, or bought? What techniques did your company use to fundraise?
- What type of tool(s) did you design to accomplish the mission tasks and why? How does the tool(s) work?
- How many thrusters (motors) does your vehicle have? Why?
- How did you determine how much flotation to add to your vehicle?
- What is stability? Why is it important to think about stability when designing your ROV?
- If you are using the same vehicle as last year, why? What are the advantages? What, if any, modifications or additions did you make?

- Did you develop a safety checklist? What other safety precautions have you taken?

Preparing for your sales presentation

- Make sure that every member of your company has a good, general working knowledge of your vehicle, even though they may have specialized in one specific aspect of its design and construction.
- Research the specifications of the components that you use in your vehicle. Be familiar with such numbers as the amount of propulsive force the thrusters produce, the weight of your ROV, etc.
- Encourage each member of your company to keep a project notebook. Before the competition, set up a time where you compare notebooks. One member might have written more information about your ROV's electrical system, while another might have included details about buoyancy that others forgot. This exercise will help to refresh everyone's memory about the design and building process. If your company submitted technical documentation, make sure all company members have read it and are familiar with it. This exercise will help to familiarize everyone with all aspects of the project.
- Generally, you will have more to say about your ROV than can be presented in 5 or 10 minutes. That is why it is critical to organize your material and practice communicating it. However, avoid coming across as having memorized your presentation. Judges want to see that you are prepared and understand the information, not that you can simply recite a rehearsed speech from memory. Ask your instructors or mentors to give you feedback.

  NOTE: The sales presentation is designed to be a face-to-face interaction between students and industry professionals. MATE will not provide audio visual aids, such as slide projectors, computer projection screens, white boards, etc.; however, you are welcome to distribute handouts to help judges better understand the information that you are presenting. **PowerPoint presentations are NOT permitted.** During the Q&A, all members of the company must be present and prepared to answer.

  Instructors, mentors, family members, friends, and members of other companies are permitted to attend. However, we ask that those in attendance be respectful and courteous throughout the presentation and follow-up question and answer period. Be mindful that this presentation may be a stressful time for the students. If the room becomes crowded or the spectators become distracting, it is up to the judges' discretion to request that some or all spectators leave the presentation. **While they are permitted to attend, instructors and mentors are not allowed to participate.**

MARKETING DISPLAY

Your company is required to create a display that will be showcased during the competition event. Your display should be an informative, clear, and concise **marketing presentation** about your company and how you designed and built the specialized tools to effectively complete the product demonstrations. During the competition, your company's display will be evaluated and scored by a completely different group of working professionals – individuals who will represent science, business, government, industry, and education/outreach.

While some judges will have a technical background, others will have a communications, marketing, or public relations backgrounds. In addition, there will be visitors to the competition who may not completely understand what an ROV is or how it is used. You can think of these visitors as potential future clients who may hire you, but have a limited understanding of it (i.e., you need to explain your technology, the tasks, and "sell" them on YOUR products and services.) Design your display to communicate to this type of audience.

Each company will have a space approximately 3-feet x 3-feet for its display. Depending on your regional, tables may or may not be provided. Contact your regional coordinator for more information.

Each judge will award a score (50 points max). Judges' scores and comments will be returned to you shortly after the event.

GENERAL GUIDELINES

- **Font size that is clearly legible from a distance of 1.5 meters**
- **Choose a font style and use it throughout**
- **All measurements are in SI units (metric).** Exceptions include ½-inch PVC pipe and other items described or sold in imperial units.
- **Include headers (see REQUIRED COMPONENTS below)**
- **Photos should be clear and high-quality for the print sizes that you choose**
- **EVERY PHOTO MUST HAVE A CAPTION!** No caption = no credit for that photo. Also include photo credits if the photo was not taken by someone in your company.
- **Items that you MAY include on your marketing display:**
    - Diagrams or sketches (CAD drawings, for example). The diagrams should be clearly labeled with a brief explanation that is understandable to a general, non-technical audience. If they are overly complicated and require more technical knowledge, do not include them; technical drawings belong in the technical documentation.
- **Items that you MAY have on display include:**
    - Photo journals, pamphlets, business cards
    - Copies of your company's technical documentation
    - Resumes of the members of your company
    - Descriptions of mentoring or community outreach that your company participated in
    - Newspaper articles or other media featuring your company
- **Items that you MAY NOT include in your marketing display:**
    - Flip charts on the poster board
    - Video screens on or in the actual poster board

REQUIRED COMPONENTS

Note: The following are REQUIRED headers. These headers not only assist the judges in evaluating your display, they also make your marketing display easy to read.

- **Company name and school, club, or community organization name (note that this is the only personalized header)**

Make sure that your company name is in large, bold font (larger than any other font on your marketing display). Include your school, club, or community organization name as well as your company name. Include your geographic location (i.e. city and state). If you are an international company, include the city and country.

- **Abstract (concise – 150 word limit)**
  Include a written introduction to your company and how your company designed and built a specialized ROV and tools to complete the mission tasks. Make sure to relate the mission to how ROVs can be used in the real world. Don't assume that your audience knows what an ROV is or the details about the competition missions. You can view this section as a summary of your company information, ROV design, and theme.
- **Company information**
  Include photo(s) (group or individual) of all of the members of your company. Provide a brief description of each member. This description should include the person's name, role in the company (e.g. CEO, CFO, pilot, marketing and communications specialist, etc.) and their qualifications, such as grade level, career goals, etc.
- **ROV Design**
  This section should be the bulk of your marketing display. It will be worth the most points.
    - Why did your company build your ROV the way that you did?
    - Present your ROV's "marketable" features. These can include payload tools, and buoyancy systems, among others.
    - Highlight your vehicle's safety features.
    - Include photos of your ROV. Make sure to highlight the various systems of your vehicle.
    - **Include photos or drawings of any special features of your vehicle and how these features relate to the mission tasks, safety, general operations, etc.** This is the most important part of your design description.
- **Competition Theme**
  Describe this year's competition theme and how ROVs are used to support scientific research and offshore oil and gas industry operations in the Arctic.

  Rather than repeating information that you find within the competition manual or on the Internet, take the time to think through the competition challenges and their significance in the real world. You can choose to focus on the technical, economic, or socioeconomic issue. In addition to the Internet, you are encouraged to contact individuals (such as a local scientist or industry professional) who can offer their views. You should include appropriate photos, diagrams, or sketches with captions. Be sure to appropriately cite your references / sources at the bottom of this section.
- **Company evaluation**
  Answer the following questions:

    - How would you characterize your company's overall success?
    - What do you consider strengths of your company and the ROV you designed?
    - What areas do you see needing improvement?
    - What was the most rewarding part of this experience?
    - What would you do differently next time?

- **Acknowledgements**
- Please recognize your sponsors (companies, organizations (including the MATE Center), professionals from industry, and/or mentors) and the type of support that they provided (funds, building supplies, equipment, site visits to facilities, time, and/or technical expertise). You can include organizations and/or individuals that provided logistical and/or moral support (e.g. your parents, siblings, or pets). Regional competition teams should also acknowledge regional contest supporters.

Note: "Accessories" such as video footage, PowerPoint slide presentations running on laptop computers, video projections, etc. are permitted but should be used with discretion. Remember that the judges will have a limited amount of time to evaluate your marketing display and may find excessive use of audio or video presentations distracting.

However, if you do make a video of your ROV building or competition experience, please submit information about it to the MATE Center so that it can be shared via MATE's YouTube and Vimeo channels.