

CHECKLIST

BEFORE YOUR TEAM LEAVES HOME

- Have each team member fill out a medical release form and have it signed by his or her parent/guardian.
- Ship props between May 1st and May 13th. Don't forget to attach the shipping label. Include only items for one problem and division in each package.
- Leave a list of all team members and chaperone's names and any cell phone numbers with family members.
- Pack clothes for recreational activities.
- Leave the emergency number with family members. In the event of an emergency at home, family members should call the MSU Operator at (517) 355-1855. Make sure that they identify themselves as someone looking for an Odyssey Competition Member.
- Check on your props – go to <http://usd.msu.edu/common/tracking.html> and enter the tracking numbers into the “U-Track It!” field and submit.
- Remind your team to pack their bathing suits, beach towel, and tennis shoes! Bring extra pillows if needed (you'll receive only one in residence housing) and universal plug-ins if coming from outside the U.S.

ONCE YOU ARRIVE

- Check in at the International Center.
- Turn in your team's medical release, media release, and team contract.
- Check on your props with the Logistics representative at the International Center during check-in.
- Locate assigned residence area and dining center.
- Check-In at the assigned residence hall to receive your conference cards and wristbands
- After your arrival, have your team members give family members at home their residence hall room number and building name.
- Use the free shuttle to get around campus.
- Have fun at the World's Pioneer Land-Grant University!