



## 44th Annual Trine University Mathematics Competition –

*Please be sure to return the survey found in your exam copy packet you receive during the team exam.*

### **INSTRUCTORS** Upon arrival:

**Turn in registration cards and payment at welcome table. Escort your students to the breakfast area, away from the registration desk.**

**Give the registrars 5 - 10 minutes to complete forms. (if you emailed names it won't take long)**

**Return to registration desk to receive seating assignments and tickets for students.**

You will receive tickets with the individual and team table assignments to be passed out before or during the welcome address. **The students will need these tickets to receive an exam.**

You will receive a form with the location for each individual testing and a location for each team. Seat assignments are on the tickets.

**It is your responsibility to make sure that each of your students gets a ticket and knows his/her individual and team location before the individual competition begins.** Exam rooms are designated tables 1-27 (west gym) and 28-54 (east gym).

**Please collect all electronic devices and papers/books other than the tickets and schedules before students proceed to the exam rooms.**

9:00 - 9:20

REGISTRATION - BREAKFAST

Socialize in the east entrance lobby, Hershey Hall Mezzanine. Continental Breakfast.  
Proceed to the main floor gym by 9:20 a.m.

Encourage students to use restrooms and to proceed to the main floor for the welcome presentation. Collect all electronic devices before students leave the welcome.

9:20 - 9:35

Main Floor Welcome

Dr. Haseeb Kazi, Chair of the Mathematics and Physics Department welcomes the schools and delivers instructions. Exams begin at 9:45 a.m.

*Instruct your students to find their seats in the exam rooms as soon as Dr. Kazi finishes his welcome/informational speech.*

9:45 - 11:35

Relax and socialize in the east entrance lobby, Hershey Hall Mezzanine.

Tables are available for teachers/escorts/drivers.

Copies of exams will be available for instructors after team exam begins.

11:35- 1:15

Lunch in Whitney Commons Café, University Center. Tickets provided to escorts after competition begins. Admission staff will escort participants during the lunch.

Admission staff will have a presentation in Fabiani Theater. Students can tour campus and visit the Campus Store in the University Center during the lunch break. Campus maps can be found at

<https://www.trine.edu/about/campus/campus-map.aspx>

1:00

Please, be seated in Fabiani Theater.

1:05 – 1:15

An Admission Counselor will be on hand to present and answer any questions.

1:15

Awards - Fabiani Theater

We hope you enjoyed the competition. It was a pleasure to have you on our campus.

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