



We the People  
THE CITIZEN AND THE CONSTITUTION

## GUIDELINES FOR VISITORS

### NATIONAL FINALS 2018

Welcome to the 31<sup>st</sup> Annual We the People National Finals. We hope you enjoy your experience and thank you for your courtesy and cooperation in observing the following guidelines. During the event questions may be directed to a competition volunteer (yellow tag on badge) or a Center staff member (red tag on badge).

#### **Registration Desk (West Building) and Information Table (North Building)**

- On Saturday, visitors must register at the Center's Registration Desk located near West Belmont Place entrance of the West Building of the National Conference Center.
- Each visitor will be issued a state badge that must be worn at all times during competition events.
- On Sunday, visitors may revisit the Registration Desk for a new badge or use their old badge and go directly to the North Building and wait in the Visitors Lounge.
- Guests may request a new badge at the Information Table in the West Building.
- Any person not wearing a name or state badge will not be allowed in hearing rooms.

#### **Hearing Rooms**

A competition volunteer will be stationed in the hallways outside the hearing rooms to monitor admittance. Volunteers are instructed to check color-coded name and state badges. Admittance to hearing rooms is sometimes based on space availability.

1. No one connected with any competing class (competition teachers, coaches, chaperones, parents, friends, relatives, etc.) may enter the hearing room of any other competing class. Exceptions to this rule are as follows:
  - a. State coordinators, judges, international visitors, members of the Center's board of directors, visitors not affiliated with a specific class, people with guest name badges, and members of the media may attend any hearings.
  - b. Classes competing Monday afternoon and people affiliated with those classes may not attend any hearings on Monday morning. Classes competing Monday morning and people affiliated with those classes may not attend any other Monday morning hearings but may attend Monday afternoon hearings. All others are welcome to attend any of the Monday hearings.
2. Visitors will be admitted only at appropriate break times so that student testimony is not interrupted. No one will be admitted once a hearing is underway.
3. Hearing rooms are limited in size. Every effort will be made to ensure that a visitor who has come to see a particular student testify will be seated in the room during that student's unit.

4. Please realize that comments to students, however well-intended, can be unsettling in the course of a competition. It is important that any comments made regarding students, the class, or the teacher, are supportive and positive.

### **Student Briefing Room**

- On Saturday and Sunday, students will go directly to the Loudoun Room in the West Building of the National Conference Center for a daily briefing.
- Visitors will be admitted if there is space available.
- Visitors not wishing to attend the briefings may go to the Visitor Lounge in the West Building to wait.
- Students will be dismissed from Loudoun to the hearing rooms at the appropriate times.
- At the end of the briefing, visitors should stand away from the door of the student briefing room until all students have left the room.
- Visitors will then be directed to the hearing rooms in the North Building.
- Volunteers and staff will direct students out of the North Building once the hearings are completed. Because the competition runs on a very tight schedule, and usually one group is departing at the same time another group is arriving, visitors are expected to cooperate with directions from volunteers and staff .

### **Visitor Lounge**

- There will be a visitor's lounge near the entrance of the North Building for guests who do not attend the Student Orientation or are waiting to hear students testify.
- Coffee will be offered in the lounge by the NCC on a cash per cup basis.
- Visitors are asked to stay in the Visitor Lounge until invited to leave for the hearing rooms.

### **Parking at the National Conference Center on Saturday and Sunday**

- There is a parking garage on site that is free to participants and guests.
- Follow the signs to the garage.
- From the garage, cross the drive and follow the signs to the West Belmont Place entrance.
- Registration is inside on the right.

### **Food and beverages on site**

- There is limited access to food on site.
- To eat lunch in the dining room, guests must purchase a meal card in the West Building at the hotel check-in desk.
- Pre-packaged snacks and beverages are available in the shop near the hotel check-in desk.
- The nearest restaurants are in Lansdowne Town Center and the Village of Leesburg, just a few miles away.

### **Monday evening Awards Ceremony**

- Guests may attend the Awards Ceremony in the Ballroom in the West Building of the National Conference Center.
- There will be designated seating for students and separate seating for guests.
- Seats for guests are available on a first come basis.
- The Ballroom doors will open for guests at 8:00.
- The ceremony officially begins at 8:30.
- The Awards Ceremony will be live-streamed via The Center for Civic Education Facebook page.