

Guidance for potential IYPT hosts

The International Young Physicists' Tournament (IYPT) is an annual team-oriented scientific competition between secondary school students. It's run by the association of the same name, which is led by an Executive Committee (EC) elected by the International Organizing Committee (IOC). Teams are nominated by IYPT member Organizations (IMOs), each of which sends a representative to form the IOC. The EC provides guidance and some support to hosts. Each host institution (e.g. an association or a university) sets up a Local Organizing Committee (LOC) and signs the contract with the IYPT. Each host brings their own flavour to their event.

We are proud of the way in which each IYPT is both familiar and different. Hosts also organize local social events and excursions and while they are encouraged to come up with new ideas to enrich the tournament, the competition itself is to be run according to the tournament regulations.

Registration

- IYPT will collect the fees (per team, per visitor, for upgrades), keep a part of the fee and transfer the remainder to the LOC.
- Expect to receive about 1000 Euro per team, 900 Euro per visitor.
- All details (maximum number of teams, visitors, jurors, fees) should be agreed upon before the EC meeting in November, so that the contract can be signed at that meeting.
- Although budgets for hosting an IYPT fluctuate very much from year to year, it is expected that a host will find local sponsors and that the registration fees only cover a minor part of the costs of hosting.

Volunteers and Fight Assistants

- There should be local guides for each team and volunteers who act as fight assistants (at least 2 per room) that help with the IYPT.
- Ideally fight assistants (FA) are familiar with the IYPT, know how a physics fight works, were at an IYPT or a local competition.

Accommodation

- There are 5 students per team to be hosted, e.g. in a student dormitory with at least 1 shower and 2 toilets per 4 students.
- There are two team leaders per team who are to be hosted in twin-rooms with private shower and toilet facilities per room, i.e. in a hotel or similar.
- Around 45 Jurors who are selected by the IYPT are to be hosted in twin-rooms with private shower and toilet facilities per room.
- It should be possible to host up to 40 visitors in single rooms with private shower and toilet facilities.
- About 10 persons are to be hosted in single rooms with private shower and toilet facilities (EC members, IT personnel, assistant, guests).
- It should be possible to upgrade from a twin to a single room for an additional fee.
- It should be possible to stay with the team in the dorm instead of the hotel if a team leader prefers.
- Up to 50 persons will stay for an additional 2 days for the IOC meeting.
- For the IOC meeting a room that can host a meeting of up to 50 persons must be available.
- In November in the year before the competition, the EC (5 persons) is hosted for 2-3 days, preferably in the same hotel (single rooms) that will be used during the IYPT. The EC will inspect the location, have a look at the fight rooms and accommodation and have their annual EC meeting.
- The host should be able to accommodate about 40 teams.

IOC meeting

- Lasts for two days with about 50 persons.
- Power, projector, coffee breaks, breakfast, lunch and dinner must be provided.
- Formal annual dinner on the first day of the meeting shall be organized.

Jurors

- The jury will consist of one Team Leader-Juror per Team (if teams prefer, both team leaders can be juror, but only one can be used so that there is always someone with their team), about 45 jurors selected by the IYPT, and five local jurors nominated by the LOC. All Jurors must fulfil the criteria (see website).

Visa

- Teams and jurors may require help with getting visas.

Fight Rooms

- two projectors per room
- power outlets - about five per team
- internet
- whiteboard/flipchart/...
- room for coffee breaks
- The LOC sets up all the rooms, including the final, and should test that all equipment is working (projectors not turning off after 1h due to overheating etc).

Nice to have

- AC (20+ people, projectors, laptops - it gets hot without AC)
- extra projectors in case one stops working
- rooms in the same building
- rooms close to the dormitory/hotel
- adapters vga->hdmi or hdmi->vga
- extra room that can be used if there are problems in another room

Finals, Opening and Closing Ceremony

- room to host all participants, jurors etc (capacity for 400 or more people)
- live stream and video recording of the finals (or clearly state that this should be delegated to IYPT - in that case provide a hotel room for 1-2 extra persons)

Food

- breakfast, lunch and dinner (including at least a vegetarian option)
- coffee breaks during the fights

Excursions

- A cultural program for the participants is to be organized.
- The host organizes two half-day and a full day excursion.
- The full-day excursion is expected to be an organized trip to an appropriate venue (e.g. a historical monument, national park, theme park, ...).

Schedule

- The duration of a single stage is about 75 minutes.
- Fight with 3 stages: expect 4h until all teams and jurors are finished
- Fight with 4 stages: expect 5.5h until all teams and jurors are finished
- Finals: During the finals there is further delay until all of the audience is seated and the introduction as well as the breaks will take longer too. If it is a final with 4 teams, expect it to take 6 hours.
- Preparing a fight (processing results, preparing for the next fight) takes about 1.5h.
- If there are fights with 4 stages and 2 fights on the same day: groups of 4 start at 8 am, groups of 3 start at 9am.
- Preparation of the jury schedule can only start after the drawing of lots and once all jurors are accounted for at the jury meeting and takes about 1h.

A usual IYPT schedule

1. Arrival day. Everyone arrives and is transported from the airport to their accommodation. Lunch and dinner for those already there. Jury meeting for new jurors already present.
2. opening ceremony with drawing of lots, jury meeting, 1st fight
3. 2nd fight, excursion
4. 3rd and 4th fight
5. 5th fight, excursion
6. full day excursion
7. finals, award ceremony, farewell party
8. departure, transport to the airport, 1st day of IOC meeting
9. 2nd day of IOC meeting
10. departure of IOC members
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Before and after the IYPT

- All countries participating in IYPT who have not hosted in the past 10 years are highly encouraged to bid for hosting an IYPT in the future.
- Bids are presented at the IOC meeting and the IOC makes the decision on the host.
- A Local Organising Committee should be formed with a person knowing the IYPT well as the LOC representative who will be EC's main contact person.
- In November in the year before the competition, the EC will have their annual EC meeting in the host city.
- At this meeting a contract about hosting the IYPT including details on registration fees and numbers of people should be signed between the association IYPT and the organization that hosts the IYPT. Contracts from several previous years are published on the IYPT website, details can be negotiated between the IYPT and the LOC, many parts however should be considered requirements in order to host an IYPT.
- Pre-registration usually starts in January. As only teams who pre-register will be allowed to participate, at the end of the pre-registration phase the maximum number of participating teams is known, however the exact number of expected participants, visitors etc. is still not fixed at this stage.
- A team or a visitor is considered fully registered only after full payment. The deadline for payment is usually in April or May, however often payments are delayed. IYPT will transfer the registration fees only after they are paid to the IYPT.
- There is a final deadline for adding all information to the IYPT CC registration system, usually in June or July. Some persons might still add data at a later point in time but must accept that these changes might not be reflected e.g. in the booklet.
- LOC will have access to the registration system and get the data required from there.
- After the tournament the registration data for that particular tournament which is not needed any longer will be deleted as required by the GDPR.

Logistics

- For anything outside about 20 walking minutes transportation should be organised, e.g. via busses or with public transportation accompanied by guides.

- Transport from the airport (or train station if applicable) should be organised so that no participant must wait for more than about an hour for transport.

IYPT Tournament Administration

What we do:

- The registration is provided by the IYPT. The LOC has access to the data at any time.
- creation of fight schedules based on the drawing of lots
- creation of jury schedules (including selection of chairs and jury for the finals)
- computation of scores and rankings
- fight previews
- feedback forms (distributed to the teams and collected by the fight assistants)
- forms for selecting problems (distributed to the teams and collected by the fight assistants)
- guidelines for Jurors, Teams, Chairs (distributed by the fight assistants)
- print name badges for jurors and teams
- score sheets (distributed to the jurors and collected by the fight assistants)
- scan score sheets and make them available on results.iypt.org, scan feedback forms
- a web-based system will be provided, that allows the fight assistants to input the grades and show the fight clock
- fight assistants will be trained to use the system
- briefing of the jurors (done by EC Jury Committee)
- any other issues related to the rules and regulations of the competition, which shall be forwarded to the EC.

What we need:

- an office to work in
- SIM cards (unless host is an EU country)
- about 3500 sheets of A4 paper, 500 sheets of A3 paper, 500 pages of thick (about 250g) paper for the name signs
- fast scanner and fast colour printer

- paper trays (one per fight room) to store documents that the fight assistants then bring to the fight room for each fight.
- One pc/laptop per room for the fight assistant with an external monitor (or another beamer) visible to teams/jury is needed for displaying the clock. Internet connection is required to input jury grades into our central database.
- For the finals, the finalists will have their tables on the stage, there should be enough power outlets for each team of 5 students and the teams should be able to connect their laptops to the two main data projectors, so there should be vga or hdmi cables provided that are long enough to reach the team's tables.
- On the side of the stage of the final, FAs will sit at a table with their laptop connected to the 3rd projector (or large screen) to show the clock.
- The laptops/PCs to be used by the FAs and for the clock overview must run an up to date version of either firefox or chrome as browser.

Any other things

- name badges for all participants, booklets with the schedule, floor plans, maps etc.
- a local website about the tournament
- photos/videos taken during the tournament and published on the website
- a registration desk where participants get a bag with name badges, booklets etc
- nice to have: sim cards for the teams / team captains
- certificates, signed by president
- establish a robust way to communicate with everybody - e.g. via guides, email. Jury Schedules, Changes of plans etc. possibly also via inviting jurors, ec and team captain in a whatsapp/telegram/signal/slack etc. group to allow quick communication.
- it would be nice to have some sort of a party at one of the evenings
- the teams are to be named according to how the IMO sending them was accepted by the IYPT
- a logo including the year, name IYPT, name of the host country/city and possibly symbols representing the country.
- t-shirts with the IYPT Logo of that year
- if there should be a 'clock overview' showing the status of all fight rooms, a full hd or higher resolution monitor or beamer with a connected pc/laptop must be provided

