

The regional committee report is due each year 1 month prior to the start of the international RoboCup competition.

As part of the report, it is required for the Regional Committee to make sure that RoboCup and/or RoboCupJunior logos and competition results (including which teams are qualified for the International competition for Junior) are listed on their official website (both the region's and/or competition's).

REGIONAL COMMITTEE REPORT:

This report should include:

- name of the region;
- a person who prepared the report including affiliation and contact details; and
- URL of the committee's website in English (if you don't have any other resource in English, provide us with the URL in your local language).

The summary paragraph of RoboCup activity in the region during the past year:

Summarize the events held in your region in a couple of paragraphs.

If your region has no event held in the past year, provide us a small report of the RoboCup activity within the region which includes the number of teams by leagues and the number of robots that they developed if available.

If the region holds regional competitions, the regional committee report should also include the following information:

- summary of the event(s) in the region including:
 - name of the event(s), venue, and dates of the event(s);
 - URL of the event website(s);
 - a responsible person of the event(s) including name, affiliation and email (if the person is same as the compiled person, no need to include it in this report);
 - chairs and complete organizing committee including the name and affiliation of the organizing committee members, including RoboCupJunior committees if organized together (if the information was included in the RoboCup Open proposal or can be found on the official website, no need to include it in this report);
 - data for RoboCup Leagues held at the event: list the name of leagues/sub-leagues, the numbers of teams, participants, organizations, and robots by league/sub-league (organizations refer to different organizations/universities/schools /clubs/etc. participated);
 - data for Junior Leagues (if RoboCupJunior competitions were held together): list the name of leagues/sub-leagues, the numbers of teams, participants including mentors and robots by league/sub-league and by age group (i.e. primary, secondary, and/or Open), and give a brief description of the process of the team qualification for the international event. Attach the final team pre-registration form sent to the General Chairs of the year with the information about the qualified teams;
 - media impact report: how was the event was covered by media? Provide a list of the media coverage, and at least one website link to the media coverage, if available.
 - one picture of the event(s) with high resolution, if available.

Additional information that can be included (optional):

- event schedule and co-located event(s), if any;

- list of teams and organizations participated in each league/sub-league;
- funding/sponsors of the event;
- whether there were fees, how much they were, and what kind of expenses incurred;
- other pictures and videos of the events, the total size shall not be larger than 20M.
- region's logo, if any (to be posted on the RoboCup website).
- a free-form description of the event

(OPTIONAL)

LOCAL EVENT REPORT:

We encourage the Regional Committee to ask the organizers of any local/national events to send a report that includes the following information. The report (or a summary of it) may be included in the Regional Committee Report:

- name of the event(s), venue, and dates of the event(s);
- website of the event(s);
- a responsible person of the event(s) including name, affiliation and email (if the person is the same as who prepared the Regional Committee Report, no need to include it in this report);
- chairs and a complete list of the organizing committee(s) including the name and affiliation of the organizing committee members (if the information can be found on the event website in English, no need to include it in this report);
- summary of the local/national event(s) including:
 - total numbers of teams, participants (include mentors if Junior competitions were also held), organizations, and robots by leagues (organizations refer to different organizations/universities/schools/clubs/etc. participated);
 - one picture of the event(s) with high resolution, if available.

Additional information that can be included (optional):

- leagues held at the event, including the list of names of leagues/sub-leagues, list of teams, participants, organization, and robots by leagues/sub-leagues;
- media impact report: how was the event was covered by media? Provide at least one website link of the media coverage;
- funding/sponsors of the event(s);
- other pictures and videos of the events, the total size shall not be larger than 20M.
- A free-form description of the event.