AIRTAD '27

Annual Impact Roundtable Discussion (AIRTAD) & Robotics Competition

PARTICIPANT MANUAL

Master Manual for Participating Schools, Teams, Groups, Clubs, Students and Teacher/Coaches



THE YAMORANSA MODEL
www.YamoransaModel.org

DOCUMENT CONTROL

FIELD	DETAILS
Document Title	AIRTAD Participant Manual
Document Type	Master / Generic Manual (applies to every AIRTAD edition unless superseded)
Version	Master Edition 1.0
Issuing Authority	AIRTAD Organising Team / Secretariat
Applies To	All participating schools, independent teams/groups/clubs, students and teacher/coaches
Precedence	Edition-specific Technical Briefs and official Secretariat instructions take precedence over this Manual where they provide additional or different requirements
Review Cycle	Reviewed and reissued ahead of each AIRTAD edition, and whenever a material policy, safeguarding or competition-rule change is adopted

This Manual is a living reference document. Participants should always confirm they are working from the most recently issued version together with the current edition's Notice of Participation and Technical Briefs.

PARTICIPANT QUICK REFERENCE

Keep this page accessible throughout your participation in AIRTAD. Where there are additional or different requirements, please follow the instructions provided in the edition-specific brief and by the official AIRTAD Secretariat, as these take precedence.

QUICK ITEM	WHAT PARTICIPANTS NEED TO KNOW
Who can participate?	All eligible schools that complete the registration process. Eligible independent teams/groups/clubs may also participate in applicable categories.
Categories	Basic Robotics (ages 8–15); Senior High Robotics (ages 13–19); Project/Innovation Exhibition; Senior High Debate only.
Team size	Each team consists of 2 students + 1 teacher/coach for each applicable category. No additional accompanying adults under the standard team structure.
Robotics technical basis	Use the applicable Yamoransa Model Labs curriculum and the edition-specific AIRTAD Technical Brief.
Who operates the robot?	Only the 2 registered student competitors during an official attempt.
Can the coach help during a live round?	No. Coaches and/or other accompanying adults may not provide technical assistance, troubleshooting, or other assistance during an official attempt.
Can teams test?	Yes, during the official testing period and only in the designated area.
Can teams bring spare parts?	Yes, unless the Technical Brief states otherwise.
Who provides batteries/power?	Teams provide their own batteries/power supplies.
Internet/AI	Only as permitted by the task/Technical Brief. AI may support ideation/learning where permitted, but students must own, understand and locally contextualise the final work.
Travel to Accra	Schools/teams arrange and pay for inter-city travel to and from Accra.
Accommodation	Not provided as standard. Outside-Accra schools may request support to connect with host schools in Accra, subject to availability.
Local transport	Official local movement arrangements are provided during the stay, according to the programme schedule.

QUICK ITEM	WHAT PARTICIPANTS NEED TO KNOW
Meals/refreshments	Official AIRTAD meals/refreshments are organised by the organisers. Other meals are the school's responsibility.
Student movement	Students must remain with their supervising adult and may not leave designated venues/accommodation without permission.
Main communication	Email for formal notices; WhatsApp for operational updates; registration portal for forms/submissions.
Appeals	Raise procedural issues promptly through the Competition Coordinator; submit a formal appeal within the announced deadline.
Emergency/welfare	Immediately notify the teacher/coach and AIRTAD Emergency/Welfare Contact.
Golden rule	Compete honestly, respect others, follow officials, protect equipment and prioritise student safety.

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1. ABOUT AIRTAD

The Annual Impact Roundtable Discussion (AIRTAD) & Robotics Competition is a youth-centred STEAM platform that promotes education, innovation, critical thinking, creativity, problem-solving and youth empowerment.

AIRTAD brings together students, schools, educators, technology practitioners, development organisations, industry, policymakers and other stakeholders through competitions, exhibitions, discussions, capacity-building activities and recognition of achievement.

At the heart of AIRTAD is the Robotics Competition, which gives young people an opportunity to apply practical STEAM knowledge to real-world problems while demonstrating teamwork, engineering, programming, creativity and innovation.

AIRTAD is implemented under the Yamoransa Model Labs Programme and operates across Ghana, Liberia and The Gambia, connecting learners in Model Lab schools with a wider network of participating institutions each year.

2. PURPOSE AND SCOPE OF THE MANUAL

This Manual establishes standard requirements, guidelines and procedures for participating schools, teams, groups, clubs, students and teacher/coaches from expression of interest through registration, preparation, travel, arrival, competition, finals, awards, departure and post-event engagement.

It covers eligibility and participation requirements, team composition, registration, preparation, robotics rules, exhibition, debate, competition integrity, AI use, travel and accommodation arrangements, meals and local transportation, safeguarding and participant conduct, communications, judging and scoring, appeals and penalties, awards, departure procedures and post-event engagement.

3. HOW TO USE THIS MANUAL

This is a generic, edition-independent AIRTAD manual. Information specific to each edition will be communicated separately by the AIRTAD Secretariat and may include dates, venues, annual theme, technical specifications, challenge instructions, registration deadlines, scoring criteria, schedules, accommodation-support arrangements, transport schedules and official contacts.

Where an edition-specific instruction differs from this generic Manual, the latest official instruction issued by the AIRTAD Secretariat shall take precedence and apply to that edition.

Participants should use this Manual together with the official AIRTAD Notice of Participation, the applicable Yamoransa Model Labs curriculum, edition-specific Robotics Technical Brief, Project/Innovation Exhibition Brief, Debate Brief and official participant communications.

READ THIS FIRST

If anything in an edition-specific brief conflicts with this Manual, participants should follow the edition-specific brief and raise the discrepancy with the AIRTAD Secretariat so the Manual can be corrected for future editions.

4. PARTICIPATION CATEGORIES

4.1 Basic School Robotics Competition

Open to Basic Schools and eligible independent teams, groups or clubs. Age range: 8–15 years.

4.2 Senior High School Robotics Competition

Open to Senior High Schools and eligible independent teams, groups or clubs. Age range: 13–19 years.

4.3 Project/Innovation Exhibition

Open to participating schools and eligible independent teams/groups. For independent teams, the Basic bracket is 8–15, and the Senior High bracket is 13–19.

4.4 Debate Competition

Open only to Senior High Schools.

5. ELIGIBILITY REQUIREMENTS

Participation in AIRTAD competitions is open to schools that complete the official registration process and meet the eligibility requirements. Independent teams, groups, and clubs may participate in applicable robotics and innovation categories, subject to age requirements.

The AIRTAD Secretariat reserves the right to verify participant eligibility at registration, accreditation, or any stage of the competition. Accepted evidence may include, but is not limited to, school records, birth certificate, passport, national identification document, or another document specified by the Secretariat.

Because the Basic and Senior High robotics categories overlap between ages 13 and 15, independent teams in this range must select one category at registration and may not compete in both categories in the same edition.

6. TEAM COMPOSITION

The standard AIRTAD team composition is 2 student participants and 1 teacher/coach. No additional accompanying adults are included in the standard team structure.

The two registered students are the official competitors. The teacher/coach prepares and supervises students, manages welfare and logistics, receives official communications and serves as the official team representative.

The teacher/coach must not provide technical coaching or assistance during a live competition attempt.

7. THE AIRTAD PARTICIPATION JOURNEY

The standard journey progresses through the following stages:

- Expression of Interest
- Registration
- Verification
- Team Formation
- Preparation
- Readiness
- Arrival
- Accreditation / Orientation
- Preliminary Competition
- Qualification
- Finals / Main Event
- Awards
- Departure
- Post-Event Engagement

The AIRTAD Secretariat may modify the sequence, combine stages, or introduce additional stages where required for a particular edition.

8. EXPRESSION OF INTEREST

Schools, teams, groups and clubs interested in participating must complete the official Expression of Interest process within the timeframe communicated by the AIRTAD Secretariat.

The Expression of Interest may require information including:

- Organisation/team details,
- Location
- Official contact person
- Competition category
- Teacher/coach
- Travel origin and
- Accommodation and logistical needs.

Expression of Interest does not automatically constitute confirmation of participation or final registration. Participation is confirmed only after the required registration and verification process has been completed and accepted by the Secretariat.

9. REGISTRATION AND VERIFICATION

Registration is complete only when all required information has been submitted, and participation is confirmed by the AIRTAD Secretariat.

Registration may require organisation details, student and coach information, age verification, emergency contacts, consent/safeguarding documentation, category, project information, debate submissions where applicable, equipment declarations and travel/accommodation information.

Incomplete or unverifiable registrations may be returned for correction or placed on hold.

10. PARTICIPANT DOCUMENTATION

Each participating school, team, group or club should be prepared to provide the following, as applicable:

- School/team details
- Student names and ages
- Identification/age verification
- Teacher/coach details
- Emergency contact information
- Parent/guardian consent and safeguarding declarations

- Project or innovation information
- Equipment declarations
- Travel and accommodation information
- Any additional documentation specified in the edition-specific Notice of Participation

Participants are responsible for ensuring that all information submitted is accurate, complete and current.

11. PRE-EVENT PREPARATION

Participating teams should:

- Study the applicable Yamoransa Model Labs curriculum, Technical Brief and challenge instructions
- Practise; build and test permitted solutions
- Prepare spare components and batteries
- Complete project/debate requirements
- Understand integrity and conduct rules
- Confirm travel, accommodation and official communications
- Monitor and engage with all official communications issued by the AIRTAD Secretariat

12. ROBOTICS COMPETITION TECHNICAL FRAMEWORK

The applicable Yamoransa Model Labs curriculum is the primary technical reference for the Robotics Competition. It informs the approved robotics platform/kit, programming environment, robot specifications, technical competencies, permitted components and expected skills.

The designated coding platforms for the robotics competition are **LEGO SPIKE for the Basic School category and LEGO MINDSTORMS EV3 for the Senior School category.** Participants are expected to develop and programme their robots using the platform applicable to their respective competition level.

The AIRTAD Secretariat will issue an edition-specific Technical Brief. Participants must not assume that equipment, software, online resources or methods permitted in a previous edition remain permitted.

DO NOT ASSUME
A rule, tool or resource that was allowed in a previous AIRTAD edition is not automatically allowed again. Always review the current Technical Brief before you build, code, or submit.

13. CONSOLIDATED COMPETITION RULES AND INTEGRITY FRAMEWORK

13.1 General Principle

The Robotics Competition and related competitive activities are designed to assess student capability. The registered students must therefore be the primary actors in the work submitted and being judged.

13.2 Team and Arena Access

Only the 2 registered student participants may operate the robot, modify the permitted solution, interact with the competition arena or make live technical decisions during an official round. The teacher/coach and other accompanying persons must remain outside the competition area unless invited by an authorised AIRTAD official.

13.3 Building, Programming and Pre-Built Solutions

Teams may build and programme before the event only to the extent permitted by the challenge and Technical Brief. Where an on-site build or modification is required, unauthorised pre-building is prohibited. Where a pre-built innovation solution is required, it must comply with the stated specifications.

13.4 Testing and Official Attempts

Teams may test their solutions/innovations only during the official testing period and in the designated area. Testing must remain within the allocated time and must not interfere with another team.

Default operational timings may be issued in the Technical Brief.

13.5 Equipment

Unless otherwise specified, teams are responsible for providing their own robot, robotics kit, permitted components, spare components, tools and batteries/power supplies.

All equipment must comply with the Technical Brief and may be subject to inspection before or during the competition.

13.6 Internet and Digital Resources

Internet access and digital resources are permitted only when the challenge/Technical Brief allows it.

Where internet access is permitted, it must not be used to obtain unauthorised live coaching or external assistance.

13.7 Artificial Intelligence

AIRTAD does not prohibit responsible AI use for ideation and learning where the task permits it. AI may support brainstorming, research prompts, learning support and language refinement, but it must not replace the students' own reasoning, creativity, design, testing, analysis, problem-solving or presentation.

AI-assisted work must be fact-checked, understood by the students and contextualised locally. This requirement is especially important for debate papers, arguments, statistics, claims about Ghana and project research. Fabricated facts or citations may constitute an integrity violation.

13.8 Plagiarism and Copying

Participants may learn from legitimate educational sources, but may not present another person's work as their own. Unauthorised copying of another team's robot design, code, project, research, presentation or debate argument may attract a penalty or disqualification.

13.9 Outside Assistance and Coaching

During live competition, no teacher, coach, parent, mentor, spectator, other team, remote contact or online assistant may provide technical assistance, prompts, code, troubleshooting or instructions. The registered students must make the live technical decisions.

13.10 Communication with Judges

Participants must answer judges honestly, respectfully, and independently. They must not pressure, threaten, lobby or otherwise attempt to influence judges.

13.11 Judging and Judge Decisions

Judges shall apply the published criteria and record scores independently.

A disagreement with a judge's assessment is not by itself grounds for a re-score. A formal appeal is available for alleged procedural or rule-application errors.

13.12 Generic Scoring Framework

Unless an edition-specific Technical Brief provides otherwise, the following may serve as a generic AIRTAD Robotics Competition scoring framework:

Criterion	Weight
Task Completion	35%
Technical Performance	20%
Engineering / Design	15%
Problem-Solving / Innovation	15%

Criterion	Weight
Student Explanation	10%
Safety and Compliance	5%

13.13 Penalties and Disqualification

Depending on the severity and nature of the breach, possible grounds for penalties or disqualification include:

- Cheating
- Plagiarism
- Unauthorised AI Use Where Specifically Prohibited
- Unauthorised Outside Assistance
- Unauthorised Pre-Built Solutions
- Prohibited Equipment
- Falsified Registration/Age Information
- Interference With Another Team, Arena Tampering
- Harassment And Intimidation
- Threats To Officials
- Serious Misconduct
- Unsafe Behaviour And Material Breaches Of Technical Rules

Sanctions may include a warning, point deduction, loss of an attempt, loss of a round, removal from a stage, disqualification or removal from the event. The severity of the sanction will depend on the nature and impact of the breach, whether it was deliberate and whether it is repeated.

13.14 Tie-Breaking

Where teams have equal scores, the edition-specific Technical Brief shall state the tie-break procedure. Unless otherwise specified, a practical default is:

- compare the highest-weighted criterion first,
- then the next highest-weighted criterion,
- followed by a designated tie-break challenge or judge-confirmed re-attempt where operationally feasible.

13.15 Equipment Failure

If an organiser-controlled technical or arena problem materially affects a team, the Competition Coordinator may authorise a restart, additional testing, replacement of affected equipment or another

fair remedy. Team-owned failures involving the robot, programming, battery, components or preparation ordinarily do not qualify for an additional attempt.

13.16 Late Arrival

Teams must report by the published call time. Late arrival may result in reduced preparation/testing time, loss of an attempt, forfeiture of a round or removal from the competition where the schedule cannot accommodate the team. The Competition Coordinator may make an exception for verified circumstances outside the team's reasonable control.

13.17 Appeals and Protests

Only the teacher/coach or authorised team representative may submit a formal appeal. The appeal must identify:

- the specific rule or procedure,
- state what occurred and be submitted within the announced appeal window.
- Unless an edition-specific period is stated, teams should raise an issue immediately and submit a written appeal within 30 minutes of the relevant decision.

13.18 Appeal Outcome

The Competition Coordinator may review the matter and refer it to an Appeals Panel where necessary. The final decision under the published appeal process shall be considered final for the competition.

14. PROJECT/INNOVATION EXHIBITION

The exhibition provides a platform for inventions, prototypes, research, technology solutions, environmental solutions, community innovations and other relevant STEAM projects. Edition-specific instructions must state the theme, problem area, eligible categories, submission deadline, abstract requirement, display specifications, pitch/presentation duration, equipment requirements, judging criteria, and advancement rules.

Proposed Generic Judging Framework

Criterion	Weight
Problem Definition and Relevance	20%
Innovation / Originality	20%
Feasibility / Technical Quality	20%
Local Relevance	15%

Criterion	Weight
Impact / Sustainability	15%
Student Explanation	10%

15. DEBATE COMPETITION

The Debate Competition is open to Senior High Schools only, with 2 students and 1 teacher/coach per team. Students should research the motion, understand both sides, use credible evidence, prepare rebuttals, practise public speaking, and contextualise arguments to Ghanaian realities. Where AI is permitted, it may assist with brainstorming, understanding concepts, research areas and language refinement, but students must verify facts, check citations, contextualise arguments and understand all material presented.

Proposed Generic Scoring

Criterion	Weight
Knowledge and Evidence	25%
Argument Quality and Logic	25%
Local / Contextual Relevance	20%
Rebuttal and Responsiveness	15%
Public Speaking	10%
Team Coordination / Time Discipline	5%

OPEN CALL FOR PAPERS

Where an edition uses an open call for papers, schools submit a written essay on the theme or motion; submissions are used to shortlist schools for the Preliminary debate rounds. Check the edition-specific brief for the essay prompt, word count, and submission deadline.

16. WIDER AIRTAD PROGRAMME PARTICIPATION

AIRTAD may include roundtable discussions, exhibitions, mentorship, capacity-building, student dialogue, innovation challenges, lightning talks, networking, presentations and awards. Students are expected to participate actively and respectfully. Students must not leave an official venue without permission from their supervising teacher/coach.

17. TRAVEL TO AND FROM ACCRA

Schools/teams are responsible for arranging and paying for travel from their home location to Accra and back. AIRTAD does not provide inter-city transportation as part of the standard participant package. Schools should confirm their transport provider, departure/arrival times, driver/contact details, emergency contact, supervision and accommodation before travel.

18. ACCOMMODATION

AIRTAD does not provide accommodation as part of the standard/official participation package. Schools/teams are responsible for arranging their own accommodation. Schools travelling from outside Accra may request support from the organisers to identify or connect with Senior High Schools in Accra that may be able to accommodate participants, subject to availability.

Where host-school accommodation is facilitated, rooms will likely be shared. Students and coaches must comply with the host institution's rules. Any damages or incidental expenses are the school's/team's responsibility. Early arrival is discouraged and is at the school's own cost and risk. Additional nights are also at the school's own cost and risk. Parents/guardians are not part of the official accommodation arrangement; the registered coach/team lead is the supervising adult.

19. LOCAL TRANSPORTATION

After arrival in Accra, AIRTAD will arrange transportation for official programme movements during the stay, subject to the movement plan. Transport is not an individual on-demand service. Participants must report on time, remain with their team, follow transport instructions and not leave the designated route without authorisation.

20. MEALS AND REFRESHMENTS

The organising team will provide meals and/or refreshments associated with official AIRTAD activities. Schools should declare allergies and dietary restrictions during registration. Meals outside the official programme are the school's/team's responsibility.

21. STUDENT SAFEGUARDING AND WELFARE

Student welfare takes priority over competition outcomes. Each team must remain under the direct supervision of its registered teacher/coach/team lead. Students may not leave the competition venue,

accommodation, official transport or other designated programme areas without permission from their supervising adult. A buddy system is encouraged whenever students move outside a supervised group area.

Schools must provide relevant medical, allergy, medication and emergency information. Any concern involving bullying, harassment, inappropriate conduct, abuse, threats, unsafe behaviour or student welfare must be reported immediately to the teacher/coach and AIRTAD Emergency/Welfare Contact.

In an Emergency

- Move the student to safety
- Contact emergency services where required
- Notify the AIRTAD Emergency/Welfare Contact
- Notify the teacher/coach/team lead
- Contact the school/parent/guardian through the appropriate official channel
- Document the incident factually
- Protect privacy
- Follow up before normal programme participation resumes

AIRTAD's safeguarding approach is guided by recognised international child-safeguarding principles: the best interests of the child, proportionate supervision, safe recruitment and briefing of adults working with students, clear reporting routes and a presumption that any concern is taken seriously and acted on promptly.

22. PARTICIPANT CODE OF CONDUCT

Participants Must

- Behave respectfully
- Compete honestly
- Follow official instructions
- Protect venue/equipment
- Respect judges and other teams
- Avoid bullying, harassment, discrimination and threats
- Respect accommodation rules
- Remain in designated areas
- Protect personal information

Participants Must Not

- Cheat, copy or sabotage another team
- Interfere with another team's equipment
- Provide unauthorised assistance
- Threaten judges
- Enter restricted areas
- Use prohibited substances/items
- Deliberately provide false registration information

- Use social media responsibly
- Report welfare concerns

23. ROLES AND RESPONSIBILITIES

Role	Responsibility
AIRTAD Secretariat	Overall coordination, registration, official communications, programme, safeguarding escalation, results and awards.
Competition Coordinator	Competition operations, technical briefings, schedules, calls, appeals and competition decisions.
Emergency/Welfare Contact	Welfare, safeguarding and emergency escalation.
School/Team Lead	Registration, documentation, supervision, travel, accommodation and conduct.
Teacher/Coach	Student preparation, supervision, logistics and welfare.
Students	Preparation, competition, presentation, integrity and conduct.
Judges	Independent application of published criteria.
Host Institution	Where accommodation is facilitated, implementation of its own accommodation and safety rules.

24. OFFICIAL COMMUNICATION PROTOCOL

Channel	Used For
Email	Formal channel for official notices, confirmations, deadlines, documents, decisions and appeals.
WhatsApp	Operational reminders, arrival coordination, transport updates and urgent operational communication.
Registration Portal	Registration, participant records, forms and submissions.

Each participating school/team must nominate one official contact responsible for monitoring communications and ensuring that relevant information reaches all team members

25. ACCREDITATION AND ARRIVAL

Upon arrival, teams should:

- Report to accreditation

- Confirm team identity and registered participants
- Complete outstanding documentation
- Receive participant identification
- Confirm equipment arrangements
- Attend orientation and safety briefing
- Confirm competition call time
- Verify transport arrangements

26. COMPETITION-DAY PROCEDURES

Before the Round: Report by call time, complete verification, undergo technical inspection where applicable, receive the official briefing, and proceed to the arena only when called.

During the Round: Only the 2 registered students may operate the solution. No outside coaching is allowed. Students must follow the challenge and safety instructions, respect officials and avoid interference with other teams.

After the Round: Teams must leave the arena when instructed, allow judges to complete verification, raise procedural concerns promptly, remove equipment only when authorised and await official results.

27. ADVANCEMENT, FINALS AND RESULTS

The number of teams progressing from preliminary rounds to subsequent stages shall be announced for each edition. Advancement is based on the published scores, qualification rules, penalties and tie-breaking procedure.

28. APPEALS AND PROTESTS

Teams may challenge a procedural application of the rules. The teacher/coach should identify the specific rule, state what happened and provide relevant evidence where available. The matter should first be raised promptly with the Competition Coordinator and then submitted formally within the announced appeal period. An appeal is not intended to replace a judge's professional assessment merely because a team disagrees with a score.

29. EQUIPMENT FAILURE AND EXCEPTIONAL CIRCUMSTANCES

Where an organiser-controlled technical, arena, safety or other exceptional circumstance materially affects a team, the Competition Coordinator may authorise:

- restart
- additional testing
- replacement of affected equipment
- schedule adjustment or another fair remedy

Team-owned failures ordinarily remain the team's responsibility. All exceptional decisions should be documented and applied consistently.

30. AWARDS AND RECOGNITION

AIRTAD may recognise robotics winners, runners-up, innovation/project achievements, debate achievements, outstanding students, educators, centre managers, schools, teams and other contributors. Final award categories are edition-specific.

31. MEDIA, PHOTOGRAPHY AND SOCIAL MEDIA

AIRTAD may document the programme through photographs, video, interviews, student stories, project documentation and other event content for legitimate communications and impact storytelling, subject to applicable consent requirements. Participants must respect consent, avoid publishing another student's private information, avoid sharing confidential competition information, avoid harmful or defamatory content and refer official media enquiries to the appropriate AIRTAD team.

32. COMPLAINTS AND INCIDENT MANAGEMENT

Type of Issue	Raise With
Competition procedure	Competition Coordinator
Student welfare	Emergency/Welfare Contact
Transport issues	Transport/Operations Contact
Accommodation issues	Team Lead / Host Institution (where applicable)
Registration issues	AIRTAD Secretariat

All complaints should be factual, respectful and submitted through the appropriate channel.

33. WITHDRAWAL AND SUBSTITUTION

Schools/teams unable to participate should notify the Secretariat as soon as possible. Student substitution is not automatic; any replacement must meet eligibility requirements, be properly registered and receive approval from the Competition Coordinator.

34. DEPARTURE AND POST-EVENT REQUIREMENTS

Before departure, the teacher/coach must:

- account for all students
- collect equipment and project materials
- complete accommodation check-out
- settle incidental expenses
- confirm transport
- complete required forms.

After AIRTAD, teams may be required to complete feedback, submit photographs, provide project updates, participate in impact stories or testimonials and participate in post-event engagement.

35. SCHOOL/TEAM COORDINATOR MASTER CHECKLIST

- ☐ Expression of Interest submitted
- ☐ Competition category confirmed
- ☐ Two students selected
- ☐ Teacher/coach confirmed
- ☐ Age eligibility verified
- ☐ Emergency contacts provided
- ☐ Consent/safeguarding documents completed
- ☐ Registration confirmed
- ☐ Technical Brief reviewed
- ☐ Robot built/tested
- ☐ Debate requirements reviewed where applicable
- ☐ Travel to Accra confirmed
- ☐ Accommodation confirmed
- ☐ Arrival details submitted
- ☐ Official communication channels joined
- ☐ Students briefed on Code of Conduct
- ☐ Students briefed on safeguarding
- ☐ Final programme received
- ☐ Team accredited
- ☐ Competition completed
- ☐ Results confirmed
- ☐ Departure arranged
- ☐ Post-event feedback submitted
- ☐ Spare components prepared
- ☐ Batteries/power supplies prepared
- ☐ Project requirements reviewed
- ☐ Host-school accommodation support requested where necessary

36. STUDENT CHECKLIST

- ☐ I know my competition category.
- ☐ I know my teammate.
- ☐ I know my coach.
- ☐ I understand the competition challenge.
- ☐ I understand the rules.
- ☐ I can explain my team's solution.
- ☐ I know that my coach cannot provide live technical assistance.
- ☐ I know where and when to report.
- ☐ I understand the Code of Conduct and safeguarding rules.
- ☐ I will remain with my supervising adult.
- ☐ I will compete honestly.
- ☐ I will respect judges and other teams.
- ☐ I will report any safety or welfare concern.

37. TEACHER/COACH CHECKLIST

- ☐ Student eligibility verified
- ☐ Consent documentation completed
- ☐ Emergency information available
- ☐ Travel confirmed
- ☐ Accommodation confirmed
- ☐ Technical equipment prepared
- ☐ Spare components prepared
- ☐ Students trained
- ☐ Technical Brief reviewed
- ☐ Safeguarding requirements reviewed
- ☐ No-live-coaching rule understood
- ☐ Official communication channels joined
- ☐ Competition Coordinator contact saved
- ☐ Emergency/Welfare Contact saved
- ☐ Students supervised throughout official stay
- ☐ Departure arrangements confirmed
- ☐ Code of Conduct reviewed with students

38. STANDARD FORMS AND TEMPLATES

The following standard forms support registration and participation. Editable templates are issued by the Secretariat alongside the edition-specific Notice of Participation.

1. Expression of Interest Form
2. School/Team Registration Form
3. Participant Registration Form
4. Student Consent Form
5. Safeguarding and Welfare Form

6. Emergency Contact Form
7. Equipment Declaration Form
8. Project/Innovation Submission Form
9. Debate Submission Form
10. Travel and Accommodation Information Form
11. Competition Appeal Form
12. Incident Report Form
13. Participant Feedback Form

39. EDITION-SPECIFIC INFORMATION SHEET

The Secretariat completes and issues this sheet for each new edition. It is reproduced here as a blank template; see Appendix E for a worked, illustrative example.

INFORMATION	DETAILS
AIRTAD Edition	6th Edition (2027)
Theme	Preparing Africa's Next Generation for the Future of Work
Dates	Sat 20 – Thu 25 February 2027
Venue(s)	Academic City University | Cedi Hall, University of Ghana
Registration Opening	November 28, 2026
Registration Deadline	December 12, 2026
Technical Brief Release	December 18, 2026
Project Submission Deadline	January 9, 2027
Essay Submission Deadline	December 16, 2026
Preliminary Competition	Sat 20 – Mon 22 February 2027 (3-day Preliminary Stage)
Finals	Wed 24 – Thu 25 February 2027 (Main Event)
Competition Coordinator	[To be confirmed by the Secretariat]
Emergency/Welfare Contact	+233 50 144 8770
Official Email	communications@theimplementers.org

INFORMATION	DETAILS
WhatsApp Group	[To be confirmed by the Secretariat]
Registration Portal	[To be confirmed by the Secretariat]
Host-School Accommodation Contact	[To be confirmed by the Secretariat]
Transport Contact	[To be confirmed by the Secretariat]

40. REP YOUR SCHOOL: SOCIAL MEDIA AND OLD STUDENTS ENGAGEMENT

AIRTAD is stronger when schools tell their own story. Every participating school is encouraged and expected to celebrate its participation publicly, to welcome AIRTAD engagement with its students, and to bring its Old Students Association (OSA) on board. This Section explains how. It supplements, and does not replace, Section 24 (Official Communication Protocol) and Section 31 (Media, Photography and Social Media).

> **WHY THIS MATTERS**
> A school's own voice is the most trusted voice. When a school announces its team, cheers it on and invites its old students to do the same, students feel proud, families and alumni take notice, and more young people are inspired to take part in future editions.

40.1 Three Things Every Participating School Is Asked to Do

- **Promote** the school's participation on its official social media platforms (40.2 and 40.3).
- **Welcome** the AIRTAD team to engage students, in person or virtually (40.4).
- **Lead** the engagement of the school's Old Students Association and encourage it to promote the competition on its own platforms (40.5).

40.2 Promoting Participation on Official School Platforms

Schools should use the platforms they already operate officially, for example Facebook, Instagram, X, TikTok, YouTube, the school website or official school WhatsApp channels. Schools do not need to create new accounts.

- Designate a **Social Media Focal Person**, such as a teacher/coach, ICT or communications teacher, or another staff member approved by the school head, and share their name and contact with the Secretariat.

- Follow and tag the official AIRTAD accounts and use the official AIRTAD hashtags. The Secretariat will share the current handles and hashtags through the official communication channels (Section 24).
- Share official AIRTAD flyers, videos and updates when they are issued, and credit the Yamoransa Model Labs Programme where relevant.

Suggested posting plan

Stage	What to Post	Suggested Timing
Participation confirmed	Announce that the school is taking part, with the school name or crest, competition category and team. Thanks to the staff and students.	Within 3 days of confirmation
Preparation	Behind-the-scenes moments: practice sessions, building, coaching, and a message from the school head.	At least once every two weeks
Send-off	Team send-off and good-luck messages from students, staff and the OSA.	Before departure
Event days	Photos, short videos and shout-outs, within event rules and venue guidance.	Daily during the event
Results and return	Results, congratulations to all teams and a welcome-back celebration.	Within 48 hours
After the event	What the team learned and how it is inspiring other students.	Within 2 weeks

40.3 Content Guidelines

All posts must be consistent with Section 22 (Participant Code of Conduct), Section 31 (Media, Photography and Social Media) and Appendix D (Data Protection and Consent Note).

Do	Do Not
Obtain consent for photographs and videos of students, in line with the school's own policy, before posting.	Post students' private information, or real-time travel and accommodation details.
Keep posts positive, proud and respectful of all teams, schools and officials.	Share confidential competition information, such as task details before release or results before the official announcement.
Celebrate every team, not only your own.	Post negative, defamatory or misleading content about other teams, schools or officials.
Tag AIRTAD and use official hashtags so posts can be found and shared.	Present unofficial statements or fundraising as official AIRTAD communication.

SAMPLE POST

"We are proud to announce that [School Name] will be taking part in the Annual Impact Roundtable Discussion & Robotics Competition (AIRTAD)! Please join us in cheering on our team of young innovators. #AIRTAD #SupportYourSchool"

40.4 Welcoming AIRTAD Visits and Student Engagement

To bring AIRTAD closer to students, the Secretariat may visit participating schools, or engage them online where distance makes a visit difficult. The aim is to introduce AIRTAD to the whole student body, celebrate the school's team and encourage more students to take part in future editions. Schools are asked to be accommodating.

Visit Element	What Happens
Scheduling	Date and time agreed in advance with the school's contact person, around term time, examinations and school activities.
Whole-school engagement	A short assembly or class session in which the AIRTAD team introduces the competition to students. The school's participating students and coach may be invited to speak.
Team and coach conversation	Time with the competing students and teacher/coach (or teachers, where the students have left the school) to hear their story.
Lab or club visit	A visit to the school's science lab, ICT lab or robotics club, where available, to see the facilities and learning in action.
Photography and video	Content captured for AIRTAD and school channels, subject to consent and the school's safeguarding policy.
Virtual option	An online session, for example by video call, for schools outside Accra or where a visit is not practical.

AIRTAD team members will follow the school's visitor and safeguarding rules and will remain accompanied by school staff while with students. Schools are encouraged to invite OSA representatives to the visit (see 41.5). Where possible, AIRTAD may present learning materials or other tokens of appreciation to the school's lab or library.

40.5 Leading Old Students Association Engagement

Old Students Associations are among the most powerful networks a school has. They are large, loyal and active online, and their members include professionals, business owners and decision-makers. When an OSA hears about the school's team directly from the school, it is more likely to promote the competition, cheer the team on and support it in practical ways.

What OSAs can do

- Promote AIRTAD and the school's participation on the OSA's own social media pages and WhatsApp groups, including year-group and class groups.
- Rally online support for the school's team using #SupportYourSchool.
- Encourage and mentor the students.
- Support the team in practical ways, such as transport, materials or equipment. Travel to Accra remains the school's responsibility (Section 17), so OSA support can be especially valuable.
- Connect the school and AIRTAD with employers and organisations that may be willing to support.
- Attend the school visit, the team send-off or the main event.

What the school should do

- Introduce the school's AIRTAD participation to the OSA executives soon after registration is confirmed.
- Give the OSA official AIRTAD flyers, videos and sample captions.
- Share the OSA president's or PRO's contact details with the Secretariat, so that AIRTAD can send updates and materials directly.
- Invite OSA representatives to the send-off, the school visit and, where seating allows, the event.
- Thank and recognise the OSA publicly on the school's platforms.

What AIRTAD provides. The Secretariat will provide flyers, videos and updates for OSAs, may engage OSA representatives directly or during school visits, and will recognise supportive OSAs on AIRTAD channels.

Ground rules. OSA content must follow the guidelines in 41.3. Any fundraising by an OSA for a school's team must be arranged through the school and must not be presented as an official AIRTAD activity.

40.6 Support From the Secretariat

To make this easy, the Secretariat will provide an engagement toolkit containing official flyers, logos and short video clips, suggested captions, and the current AIRTAD handles and hashtags. Updates will be shared through the official communication channels (Section 24). Schools with questions about visits, content or OSA engagement should contact the Secretariat through those channels.

40.7 School Social Media and Engagement Checklist

☐ Social Media Focal Person designated and shared with the Secretariat

☐ Visit date and school contact agreed with the Secretariat

- ☐ Official AIRTAD accounts followed; handles and hashtags noted
- ☐ Participation announcement posted
- ☐ Student image consent confirmed under school policy
- ☐ OSA executives introduced to AIRTAD; OSA contact shared with the Secretariat
- ☐ Send-off, event-day and results posts planned
- ☐ Post-event thank-you and recap shared

41. FINAL PARTICIPANT NOTE

AIRTAD is designed to create an environment where young people can learn, create, compete, collaborate and demonstrate their potential.

Participants are encouraged to approach the event not only as a competition, but as an opportunity to learn from other students, engage with educators and industry, test ideas, solve problems, build confidence, develop teamwork, demonstrate responsible technology use and contribute to the wider STEAM ecosystem.

PREPARE WELL. COMPETE FAIRLY. CREATE BOLDLY. LEARN CONTINUOUSLY.

APPENDIX A: GLOSSARY OF TERMS

Term	Meaning
AIRTAD	Annual Impact Roundtable Discussion & Robotics Competition.
Secretariat	The AIRTAD Organising Team responsible for overall coordination, registration and official communications.
Technical Brief	The edition-specific document setting out the robotics challenge, permitted equipment, scoring and technical rules.
YM Labs / Yamoransa Model Labs	The STEAM education programme and network of Model Lab schools that AIRTAD showcases and celebrates.
STEAM	Science, Technology, Engineering, Arts and Mathematics.
Competition Coordinator	The official responsible for competition operations, briefings, schedules and in-competition decisions.
Emergency/Welfare Contact	The named official responsible for safeguarding and emergency escalation during an edition.
Team Lead	The teacher/coach or authorised adult who is the official point of contact and supervising adult for a school/team.
Notice of Participation	The official edition-specific document confirming participation and setting out key requirements.
Preliminary Stage / Prelims	The initial competition rounds used to determine which teams advance to the Main Event / Finals.
Main Event	The culminating stage of an AIRTAD edition, including finals, roundtable discussions and the awards ceremony.
Accreditation	The on-arrival process of verifying team identity and registration and issuing participant identification.
Buddy System	A safeguarding practice where students move in pairs or small groups rather than alone.

APPENDIX B: RECOMMENDED PACKING & PREPARATION LIST

This list is a general planning aid. It is not a substitute for the edition-specific Technical Brief, which is the authoritative source for what equipment is required or permitted.

Team Documentation

- ☐ Printed copy of registration confirmation
- ☐ Student identification / age-verification documents
- ☐ Consent and safeguarding forms
- ☐ Emergency contact information
- ☐ Copies of the current Technical Brief and any Exhibition/Debate Briefs

Robotics Equipment

- ☐ Robot / robotics kit, fully assembled and tested
- ☐ Laptop or programming device, charged, with the required software installed
- ☐ Chargers and charging cables (labelled with school/team name)
- ☐ Spare components permitted under the Technical Brief
- ☐ Batteries/power supplies (spares included) and any required safety casing
- ☐ Basic toolkit (screwdrivers, spare screws/connectors, adhesive tape)
- ☐ A labelled container/box to keep small parts organised and secure in transit

Exhibition / Debate Materials

- ☐ Printed project abstract/summary and any required display materials
- ☐ Backup copy of slides/notes on a USB drive, independent of internet access
- ☐ Debate research notes and evidence sources, where applicable

Personal Items

- ☐ School uniform / team identification wear as instructed
- ☐ Comfortable clothing appropriate for long competition days
- ☐ Personal medication, clearly labelled, with dosage information provided to the teacher/coach
- ☐ Refillable water bottle
- ☐ Any personal item needed for a declared allergy or medical condition

APPENDIX C: ILLUSTRATIVE PROGRAMME FLOW (EXAMPLE ONLY)

The outline below illustrates a typical AIRTAD programme shape. Actual days, order of activities and durations are set by the edition-specific schedule issued by the Secretariat.

Day	Typical Activity
Arrival Day	Travel to Accra; accreditation opens; equipment check-in where applicable.
Orientation Day	Accreditation, orientation and safety briefing; opening/commemorative activities; official welcome.
Preliminary Stage (multi-day)	Preliminary rounds for Robotics Competition, Exhibitions and Debate, run in parallel tracks.
Main Event Day(s)	Roundtable discussions, finals, capacity-building sessions, exhibitions and research presentations.
Closing Day	Awards and recognition ceremony; closing remarks; departure preparations.

APPENDIX D: DATA PROTECTION & CONSENT NOTE

AIRTAD collects personal information (including student names, ages, school details, emergency and medical information, and photographs/video) solely to plan, deliver and report on the programme safely and effectively.

How Information Is Used

- Registration and eligibility verification
- Safeguarding, welfare and emergency response
- Competition administration, judging and results
- Programme reporting to funders, partners and stakeholders
- Communications and impact storytelling (photographs, video, testimonials), subject to consent

Participant and School Responsibilities

- Provide accurate information at registration and update the Secretariat promptly if details change
- Obtain any parental/guardian consent required by the school's own policies before submitting student information
- Handle any information about other participants they may come across responsibly and confidentially

Schools and participants with questions about how their information is used, or who wish to withdraw consent for media use, should contact the AIRTAD Secretariat through the official channels listed in Section 24.

APPENDIX E: ILLUSTRATIVE EXAMPLE — EDITION-SPECIFIC SHEET

The table below is a worked example only, showing how Section 39 would be completed for a specific edition, using currently confirmed planning figures for the 2027 edition where available. It illustrates the format — it is not itself an official Notice of Participation. Always confirm current details with the Secretariat.

INFORMATION	DETAILS
AIRTAD Edition	6th Edition (2027)
Theme	Preparing Africa's Next Generation for the Future of Work
Dates	Sat 20 – Thu 25 February 2027
Venue(s)	Academic City University | Cedi Hall, University of Ghana
Registration Opening	November 05, 2026
Registration Deadline	December 12, 2026
Technical Brief Release	December 18, 2026
Project Submission Deadline	[To be confirmed by the Secretariat]
Debate Submission Deadline	[To be confirmed — linked to the Open Call for Papers essay stage]
Preliminary Competition	Sat 20 – Mon 22 February 2027 (3-day Preliminary Stage)
Finals	Wed 24 – Thu 25 February 2027 (Main Event)
Competition Coordinator	[To be confirmed by the Secretariat]
Emergency/Welfare Contact	+233 50 144 8770
Official Email	communications@theimplementers.org
WhatsApp Group	[To be confirmed by the Secretariat]
Registration Portal	[To be confirmed by the Secretariat]
Host-School Accommodation Contact	[To be confirmed by the Secretariat]
Transport Contact	[To be confirmed by the Secretariat]

Known 2027 Planning Figures

Item	Figure
Expected audience	800+
Basic Level schools	16 Yamoransa Model Labs + 11 external = 27 schools
Senior Level schools	3 Yamoransa Model Labs + 24 external = 27 schools
Total participating schools	54
Preliminary Stage length	3 days (expanded from 2 days in 2026)
Reach	Ghana, Liberia and The Gambia

AIRTAD '27

Annual Impact Roundtable
Discussion (AIRTAD) & Robotics Competition

Organised by

implementers
people • projects • places

Funded by

HELPINGAFRICA
FOUNDATION