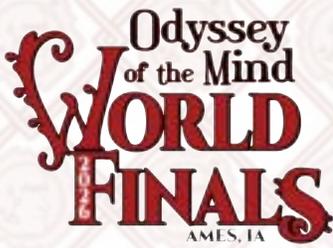


**Odyssey  
of the Mind**  
**WORLD  
FINALS**  
2026  
AMES, IA

**COACHES'  
PACKET**

**May 27-30, 2026**

**Hosted at Iowa State  
University**



## Traveling to Iowa State University, Ames, Iowa

### Getting here by ground transportation

Ames is a great driving destination and within a day's drive for many of your teams. Located just 25 miles north of Des Moines, Ames sits on the northwest corner of US HWY 30 and I-35; it's very easy to get to!

### Getting here by air transportation

**Des Moines International Airport (DSM)**, which is located about 45-minutes to the south of Ames, has more than 100 daily arrivals and departures.

<https://www.flydsm.com/>

DSM partner airlines offer over 20 nonstop routes.

American Airlines | Allegiant | Delta | Frontier | Southwest | United

### Other nearby airports

The Eastern Iowa Airport (CID) is located in Cedar Rapids, IA, and is a 1 ½ hour drive to Ames. - <https://flycid.com/>

The Dubuque Regional Airport is located in Dubuque, IA, and is a 3 hour drive to Ames - <https://www.flydbq.com/>

Other airports that are within a 4-hour drive include Omaha (Eppley Airfield, OMA), Kansas City International Airport (MCI), Minneapolis-St. Paul International Airport (MSP).

**Please note, travelers are responsible for finding their own transportation to and from these airports.**



## **Airport Shuttles**

**Discover Ames is offering round trip shuttle service for Odyssey of the Mind teams from the Des Moines International Airport (DSM).** DSM is a 45-minute drive from Ames. The arrival shuttle will run between the airport and Odyssey of the Mind Registration site at Scheman Building.

Shuttles will be scheduled to accommodate Odyssey group arrivals and are not available at regular intervals or to other destinations. Delayed flights will be accommodated as quickly as possible.

Arrival service is available Tuesday, May 26 and Wednesday May 27. Limited arrival shuttles on Thursday, May 28.

Departure service is available Sunday, May 31. No departure shuttles are available on Monday, June 1.

All shuttles from any other airport are the responsibility of the traveler.

### **Important Information About Booking an Airport Shuttle:**

1. Cost per person for a round-trip shuttle (arrival and departure) is \$75; one-way shuttle is \$50.
2. Shuttle fees can be paid with a credit card at time of registration. VISA, MasterCard, and Discover are accepted.
3. Deadline to request an airport shuttle is: May 8, 2026
4. You will need the following in order to register for a shuttle:
  - a. Team Number
  - b. Number of people and names of those you're reserving the shuttle for.
    - i. If your team is traveling on several different flights; you will need to complete the reservations multiple times based on travel schedule.
  - c. Arrival Airline, Arrival Flight Number, Arrival Date, Arrival Time (arrival time of the flight NOT the time you want a shuttle)
  - d. Departure Airline, Departure Flight, Departure Date, Departure Time (time of the flight NOT the time you want a shuttle)
  - e. On-site Contact – Name, email, cell phone of the adult(s) that will be on-site with the group on travel days. The individuals listed in this section will be receiving the communication from Discover Ames on their shuttles.

For more information or to make your shuttle reservation, visit:

<http://discoverames.com/odyssey/transportation/>

**Cost per person for a round trip shuttle: \$75.00**

**Airport Shuttle Deadline is May 8, 2026 at 11:59 PM CST**

## **Airport Shuttles - Continued**

Departure information will be determined during the week of Odyssey and posted <https://discoverames.com/odyssey/transportation/> by Saturday, May 30 at 10:00 a.m. The on-site contact provided during registration will be emailed this link as well. It will also be included in the registration confirmation.

Questions regarding **Airport Shuttles** may be directed to **Discover Ames**:  
Katie Kramer, Director of Visitor Experience  
[katiek@discoverames.com](mailto:katiek@discoverames.com) | 515-817-6312

## **Additional Transportation Options**

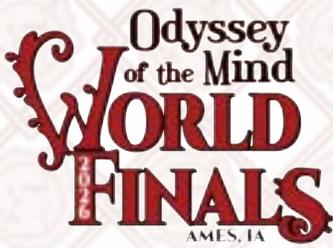
For teams that land in Chicago O'Hare (ORD) or the Minneapolis-St. Paul International Airport (MSP), charter service can be arranged through the two companies listed below.

- Executive Express: <https://www.executiveexpress.biz/coverage-areas/>
- Windstar Lines: <https://quotes.gowindstar.com/Quotations>

## **Additional ground transportation options:**

Des Moines International Airport (DSM) visit:  
<https://www.flydsm.com/at-the-airport/ground-transportation>

Cedar Rapids International Airport (CID) visit:  
[flycid.com/travel/ground-transportation/](https://flycid.com/travel/ground-transportation/)



## Team Registration

### Location

Registration will take place at Iowa State University's **Scheman Building**.

**Please note this is a different venue from the 2024 Odyssey of the Mind World Finals.**

### Where can I find Scheman Building?

From Interstate 35 to US-30 West. Travel on US-30 west to South University Blvd in Ames. Continue north on University Blvd about 1-mile; turn west (left) on Center Drive. Scheman Building is located to the north of Center Drive. Follow signs for registration drop-off/parking.

### Scheman Building on the Iowa State University map:

<https://www.google.com/maps?ll=42.02149,-93.63675&z=19>



# Welcome to Odyssey of the Mind World Finals

## Registration Hours

All team coaches must complete their World Finals registration upon arrival to Ames and Iowa State University.

Registration will be open:

Tuesday, May 26 – 12:00 pm – Midnight

Wednesday, May 27 – 10:00 am – Midnight

Thursday, May 28 – 9:00 am – Noon \*

\*Thursday registration will take place in the Room 2630 at the Memorial Union located on the campus of Iowa State University.

## Coaches

Please proceed to the 2nd floor lobby of Scheman Building to finalize your team's registration process.

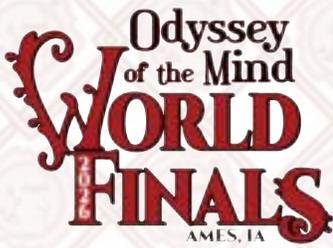
- Turn in team contract, medical and media release forms, and insurance waiver.
- Receive your team's housing assignment.
  - If assigned to a residence hall; you will receive your residence hall keys and further details.
- Receive other important World Finals materials.

## Teams

The 1st lobby of Scheman Building is available for teams to wait for their coaches while they finalize the registration process. Teams may pin trade, socialize with other Odyssey of the Mind participants, flip through a Discover Ames visitors' guide, or purchase your 2026 Odyssey of the Mind World Finals apparel and swag at the souvenir/merchandise stand.

## Late Night Arrivals

We strongly encourage teams to arrive to Ames and Iowa State University during the published registration hours, but understand that this may not be possible due to travel delays, etc. Please check back to this page for updated information on late night arrival process. We will make every effort to work with your shuttle driver to accommodate. Also look for signage posted on the Scheman Building North doors after hours.



## Campus Housing

Most residence rooms are double occupancy rooms; however, there are limited single-occupancy rooms. The majority of housing areas have group bathrooms (shared by a floor) located nearby the sleeping rooms. Few have suite-style sleeping rooms with two rooms sharing a bathroom (up to four people per suite). Beds are single (twin) beds, most of which will be lofted over room furniture. Air-conditioned rooms are not guaranteed. Please plan accordingly when making your housing plans.

Your team will be pre-assigned rooms in residence housing on campus. In order to accommodate all teams, it will be necessary to assign one person to every available bed. This means that if a team has 9 persons assigned to rooms with a total of 10 beds, there may be a person from another team of the same gender and similar age assigned to the remaining space. Males and females may be assigned within the same residence hall room if requested. Males and females may be assigned within the same suite or apartment, but not within the same sleeping room unless requested. Please inform team members of this possibility.

Each person will be provided with a pillow, pillowcase, sheets, blanket, 2 towels, 1 washcloth & soap. Daily towel exchanges will be available at a centralized location. Laundry facilities will be available within the residence area; cost of laundry and detergent is the person's responsibility.



## **Medical Required Housing Request**

If you have a team member with a medically required special housing assignment need, list the member's full name, contact telephone number, email address and description of requirement when you submit your Lodging/Meals Reservation. Please indicate medical required housing and dining accommodations that may affect placement needs.

## **24-Hour Assistance**

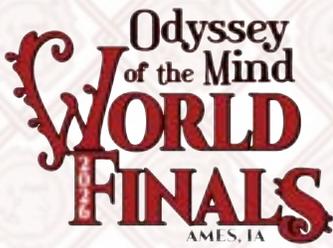
A 24-Hour Conference Desk will be located in each residence area. Guests who have questions about housing or dining should feel free to call or stop by their Conference Desk. The 24-Hour Desks can store medications requiring refrigeration (refrigerators are not supplied in all residence rooms). Bring medications in small, well-labeled containers.

## **Lost Keys**

Be sure to keep track of your keys! At check in, you will receive an envelope with your team's assigned keys. Use this as a handy resource to gather all keys at the end of the event to turn in upon check out. **Keys must be returned at check-out; charges will be assessed for unreturned keys (up to \$175).** If lost keys are found, turn them in to one of the 24-hour residence hall desks or to the Odyssey of the Mind information desk.

## **Responsible for your own belongs**

Iowa State University and Creative Competitions, Inc. shall assume no responsibility for theft, destruction or loss of money, valuables, or other personal property belonging to Odyssey of the Mind participants, for any reason. Please inform your team members to keep their room doors locked at all times, and do not leave valuables in public areas.



## Dining

### Dining Centers

Teams will be assigned to a specific dining center for your meals. All persons who have purchased Odyssey of the Mind housing package will be issued a color-coded wristband allowing them into the appropriate dining center. **Wristbands must be worn at all times. Participants must dine at their assigned dining center and will not be allowed entrance into an alternate dining center.** Meals typically include a selection of entrees, hot and cold side dishes, salad bar, fresh fruits and vegetables, and a variety of desserts and beverages. ISU Dining may choose to substitute some meals as pick-up-and-go meals when appropriate (notices to be shared at arrival).

### Guest Meals

Access to the all-you-care-to-eat dining facilities will be limited to participants wearing wristbands and their guests purchasing meals at the following guest rates:

Age 10 & Over - Breakfast \$15 | Lunch/Dinner \$18

Child 4 - 9 - Breakfast \$11 | Lunch/Dinner \$13

Children 3 & Under - Free with paying adult

Convenience stores are located within the residence facilities and on the ISU campus. They carry a wide variety of beverages, snacks, ISU souvenirs, cards for residence hall washers and dryers, laundry supplies and personal care items.

Please note that on Iowa State campus, dining centers, Memorial Union, and Convenience Stores are **cash-less; cards are only accepted for payment.**

### Off Campus Dining

In addition to the meals offered as part of your package, Ames offers a variety of dining options in the community. If your plans include dining off-campus, visit [DiscoverAmes.com](http://DiscoverAmes.com) for options.

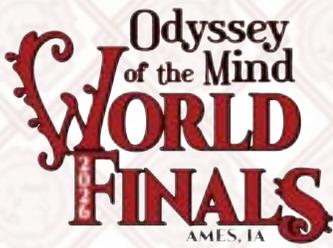


## **Dietary Accommodation Request**

Most of our dining centers are able to accommodate individuals with these allergens: dairy, egg, fish, shellfish, wheat, peanuts, tree nuts, and soy. When Registering, if anyone in your group has dietary allergies, please list the member's full name, contact telephone number, email address and list the allergens (see above list) for the medically-required dietary needs on the lodging & meals reservation. If you are requesting Halal or Kosher diets, please complete the form using the same process as above. Those who are unable to self-manage their dietary allergies, such as celiac disease, will be assigned to a specific dining area.

Many other dietary needs or preferences (such as for those who have diabetes; are vegetarians, etc.) can be accommodated simply by choosing appropriately from the wide variety of choices that will be available at each meal. These types of needs should not be listed on the lodging and meals reservation.

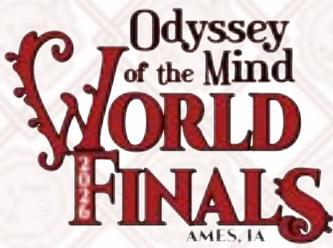
Please note, ingredients used in our recipes may be produced in a facility that may contain common food allergens such as, but not limited to: dairy, egg, fish, shellfish, wheat, peanuts, tree nuts, and soy. Food served in our facilities may not be allergen free even if they are initially made with products that don't contain the allergen.



## Courtesy Reminders for Department of Residence and ISU Dining

- Smoking is prohibited on all university grounds, including parking lots and in all university-owned or operated buildings, residence halls and apartments.
- Alcoholic beverages are not allowed in any Department of Residence buildings and ISU Dining facilities.
- Water guns, ball playing, etc., are not allowed indoors.
- Firearms, weapons, ammunition, fireworks, explosives, and highly flammable materials are not allowed.
- Tampering with elevators, fire alarms, and other building property is prohibited. Complete evacuation of the building is required in the event of a fire alarm.
- For safety reasons, window screens may not be removed. A charge of **\$50** will be assessed to occupant for removal.
- Guests must present their wristbands at all meals served within the ISU Dining facilities. Food and beverages may not be carried out of the dining rooms (for example, no filling of water bottles, coolers and mugs). Shirts and shoes are required in the dining center; swimwear and sleepwear are not acceptable attire.
- Guests shall not engage in conduct which is disruptive to other guests or University programs. Chaperones are responsible for the conduct of minors at all times.
- Quiet hours are from 11:00 p.m. to 8:00 a.m. Noise that can be heard outside of a closed door may be considered too loud for your neighbors at any time.
- Participants are not allowed in Department of Residence areas which are not assigned to their group unless accompanied by a responsible host registered for that area.
- Always lock your door and take your keys even if you leave for "just a minute".
- Never leave suitcases/belongings unattended and make sure your belongings are clearly marked.





## Activities on Campus

### Creativity Festival

Have some fun at the Creativity Festival! There is a wide variety of interactive booths, Arm and Hammer activities, entertainment, OMER's pin collection, creative challenges and more! Don't forget to stop by the Odyssey Angels booth and meet the 2026 Odyssey Angels!

Location:

Lied Recreation Center

Hours:

Thursday, May 28– 12:00 pm – 5:00 pm

Friday, May 29– 9:00 am – 5:00 pm

Saturday, May 30 – 9:00 am – 12:00 pm

### International Festival

Teams from several other countries are represented at World Finals. Come support those teams and their participants by purchasing items that they brought from their homeland. The International Festival will be held at the Creativity Festival during the following hours:

Friday, May 29 - 11:00 am – 5:00 pm

Saturday, May 30 - 9:00 am – 2:00 pm



## **Iowa State University Recreation Facilities**

### **State Gym - Gymnasium - volleyball, basketball, rock climbing wall**

Cost: Free; included with team package

- Thursday - 11:30 am to 5:30 pm; 9:00 pm – 10:30 pm (Division 3 & 4 only)
- Friday - 11:30 am to 5:30 pm; 9:00 pm – 10:30 pm (Division 3 & 4 only)
- Saturday – 11:00 am to 4:00 pm

### **State Gym - Pool - swimming**

Cost: Free; included with team package

- Thursday - Noon- to 5:30pm; 9:00 pm – 10:30 pm (Division 3 & 4 only)
- Friday - Noon- to 5:30pm; 9:00 pm – 10:30 pm (Division 3 & 4 only)
- Saturday - 11:00 am to 4:00 pm

Team members should have provided the medical release form during Odyssey of the Mind registration.

Towels, racquets, basketballs, etc. may be checked out at the recreation centers.

### **Cy-Bowl - bowling & billiards**

Cost: Free; included with team package

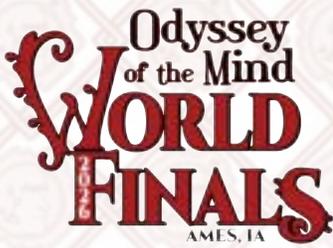
- Friday - 1:00 – 4:00 pm
- Saturday - 1:00 – 4:00 pm

## **Iowa State Creamery**

Come visit the ISU Creamery for a sweet treat including Omer's Brain Blast flavor.

Location: Food Science Building, Room 2955

Cost: Not included; additional \$ required | <https://www.creamery.iastate.edu>



## Discover Ames

Located in the heart of the Midwest, Ames, Iowa is a thriving city of 66,000 people. Named one of the best college towns in America by 24/7 Wall Street, Ames is the perfect location for Iowa State University. The innovative culture of the ISU campus is matched by the vibrancy and small-town charm of Ames. Don't miss Downtown Ames, Reiman Gardens, our exceptional restaurants, Ada Hayden Heritage Park, and many other attractions and outdoor spaces.

There's so much to explore in Ames! After you've arrived and all your pins are traded, what should you do? Check out these ideas:

### Stroll through Reiman Gardens

Spring is in the air at Reiman Gardens, a 17-acre public botanical garden featuring a tropical plant conservatory, the Butterfly Wing, colorful annual displays, seasonal events, and Elwood, the world's largest concrete gnome. May is an especially beautiful time to visit. However, any time of year, visitors are amazed by the sight of up to 800 live butterflies in the Butterfly Wing, representing as many as 80 species, including the impressive Atlas Moth and the stunning Blue Morpho. While you are there, you may even see butterflies and moths emerging from their chrysalises.

### Go Downtown

Downtown is the beating heart of Ames. Discover unique, independent shops and restaurants, festivals and special events, live music, and so much more. Do not miss the farmers market while you are in town for the World Finals and be sure to explore downtown favorites like Dog Eared Books, Sweet Caroline's, and RAYGUN.

### Explore Campustown

Just across Lincoln Way from the Iowa State campus, you will find restaurants, coffee shops, essential shopping, a thriving nightlife, student housing, outdoor events, and a very cool vibe. Do not miss these Campustown favorites: Dogtown University and Barefoot Campus Outfitter for Cyclone gear, along with West Street Deli, Café Beaudelaire, Bar La Tosca, Roni's Mac Bar, and Pizza Pit Extreme for delicious eats. No matter where you go, you are sure to get the full collegiate experience.

## **Take in Nature**

Ames is known for its recreational opportunities. With four golf courses, a park-like ISU campus, bike paths for miles, the lake at Ada Hayden Heritage Park, an outdoor aquatic center, and impressive system of city parks, it's time to get outdoors! Drive a few miles west of Ames and you'll find Ledges, one of Iowa's most popular state parks, as well as year-round activities at Seven Oaks.

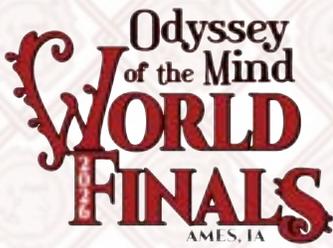
## **Experience art and history**

Iowa State is home to one of the largest campus art programs in the United States. Much of that art can be seen as you wander the grounds or explore campus buildings. But be sure to check out the art museums – Brunner Art Museum, Christian Petersen Art Museum, and Farm House Museum – and the Anderson Sculpture Garden. In downtown Ames, you can visit the Ames History Museum and the Octagon Center for the Arts.

## **Enjoy sweets and treats**

Sometimes you just need something sweet! Ames satisfies your cravings in a big way. Try the candy-bar-inspired sundaes at Hickory Park, European-style chocolates (and the BEST gelato) at Chocolaterie Stam, Iowa-State-themed ice cream on campus at the ISU Creamery, peanut butter pie at Aunt Maude's, monster cookies at Cookies, etc., and ridiculously delicious pastries and desserts at The Café and Provisions Lot F.

**Discover all that Ames has to offer at [DiscoverAmes.com](https://www.discoverames.com)**



## Hilton Coliseum (facility used for evening events)

### Clear Bag Policy

The Iowa State Athletics Department has a clear bag policy for all ticketed events.

The following bag types are allowed:

- Plastic, vinyl, or PVC clear totes that do not exceed 12x6x12 inches and do not have a logo larger than 4.5x3.5 inches;
- One-gallon clear plastic freezer bags (i.e. Ziploc or similar);
- Small clutch bags no larger than 6x9 inches;
- Exceptions will be made for bags containing items required for medical, family, or child care.

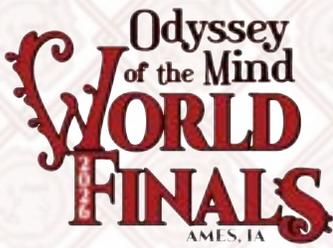
Permitted Items:

- Items required for medical, family, or childcare needs
- One 20oz. unopened or empty bottle of water per person

Prohibited Items include, but are not limited to:

- Alcoholic beverages
- Artificial noisemakers
- Backpacks, fanny packs, purses (or any bag that is not clear)
- Cameras (a lens less than 6 inches is permitted in the Coliseum)
- Chairbacks or stadium seats
- Coolers or containers
- Beach balls
- Food and beverages
- Pets (with the exception of service animals used by disabled guests)
- Strollers
- Umbrella
- Video cameras
- Weapons
- Tools, razor blades, scissors, etc.
- Sealed packages of any kind, including gifts
- Laser pointing devices, flashlights, or glowsticks
- Selfie sticks, telescopic devices, tripods, or camera poles
- Hazardous items including, but not limited to, fuels, torches, lighter fluid, chemicals, paint, batteries, or aerosols





## Float and Banner Parade

### Load-in:

Floats can be delivered to Hilton Coliseum East Loading dock on Thursday, May 28 during prop storage hours.

Floats will not be allowed into Hilton prior to Thursday morning; the space is needed for Opening Ceremony line-up on Wednesday evening.

### Float Assembly:

Assembly of floats can occur on Thursday, May 28 during prop storage hours.

### Size:

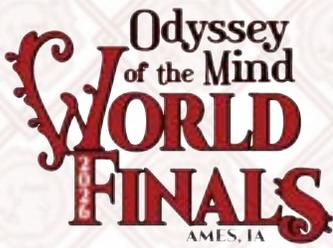
Can not exceed 12' tall or 12' wide for each section (in order to get onto floor through bleachers from back tunnel)

### Line-up/Parade:

Thursday, May 28 | 6:45 pm - 9:00 pm

- Line-up: 6:45 pm (with assembled floats) in Hilton East tunnel
- Parade: 7:30 - 9:00 pm





## Health Services

### Thielen Student Health Center

The Thielen Student Health Center is located on the corner of Union Drive and Sheldon (west edge of campus, directly west of Beyer Hall, across the street from State Gym). The phone number is 515.294.5801. Fees will be billed to the participant or their insurance company. **For minors seeking care, you must have medical release/insurance information with you.** If prescription medications are ordered, they may be filled at the health center pharmacy, if open, or at a local commercial pharmacy. The pharmacy will bill your pharmacy benefit plan if you provide them with that information.

The Thielen Student Health Center is open during the following hours:

- Monday, May 25 – 7:30 am – 4:00pm
- Tuesday, May 26– 7:30 am – 4:00 pm
- Wednesday, May 27 – 8:30 am – 4:00 pm
- Thursday, May 28 – 7:30 am – 4:00 pm
- Friday, May 29 – 7:30 am – 4:00 pm

Locate Thielen Health Center on ISU Map:

<https://tinyurl.com/thielen-center>



## **McFarland Clinic Ames**

### **Urgent Care**

The McFarland Urgent Care Clinic provides care for acute, non-emergent health problems or injuries that require immediate attention. The urgent Care Clinic is available during evenings and weekends by appointment only. You do not have to be an established McFarland Clinic patient to be served in the Urgent Care Clinic. To schedule your same-day appointment at the McFarland Urgent Care Clinic, please call 515.956.4044.

The Urgent Care Clinic is located at 3815 Stange Road, Ames, IA  
<https://www.mcfarlandclinic.com/communities/ames/mcfarland-urgent-care>

### **Express Care**

McFarland Clinic offers same day and next day appointments for common illnesses, and is available inside both Hy-Vee Grocery Store locations in Ames.

Hy-Vee Lincoln Center - 640 Lincoln Way, Ames, IA  
Hy-Vee West Ames - 3800 Lincoln Way, Ames, IA

#### Hours of Urgent Care and Express Care

- Monday through Friday: 9:00 am - 7:00 pm
- Saturday and Sunday: 8:00 am – 4:00 pm

<https://www.mcfarlandclinic.com/specialties/express-care>

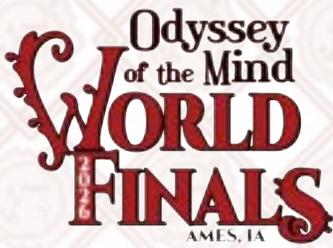
## **Mary Greeley Medical Center (MGMC)**

Medical care also is available through the emergency room of MGMC at 1111 Duff Ave, Ames, IA  
<https://www.mgmc.org/>

### **First Nurse phone line**

First Nurse is a free health-information community service that allows you to speak with a specially trained registered nurse. Available 24 hours a day, 7 days a week.

Call 1-515-239-6877 or toll-free at 1-800-524-6877



## Parking

As with most college campuses, parking is limited especially in the central campus area. Iowa State University is fortunate to have some larger parking lots on the perimeter of campus and we ask that you please abide by the parking recommendations and pay special attention to the ISU faculty/staff reserved parking spots on campus.

### Residence Area Parking

Teams living in residence housing on campus that are traveling with a standard sized vehicle will receive a parking pass during team registration that includes recommended parking lot location based on their assigned residence hall. It is important to follow these parking lot recommendations in order to accommodate all visitors on campus. The passes will be issued upon receiving your residence hall keys and the pass **must** include a cell phone number for the driver of the vehicle in case our parking division needs to reach out during the event.

### Oversized Vehicles

If your team is traveling with an oversized vehicle such as box truck, trailer, or charter bus those vehicles are required to park in the Iowa State Center Lot or Wallace/Wilson Towers Lot (Parking Lot 61A or 61B) during the week. . No longterm oversized vehicle parking allowed on central campus. The Iowa State Center (Hilton Coliseum, Scheman, Fisher, Stephens Auditorium) has the CY Ride Shuttle transfer stop on the west side of Stephens Auditorium, making it convenient to shuttle to campus. A good rule of thumb, if your vehicle takes up more than one spot, then park at the recommended oversized vehicle lot.

### Commuter Parking

Those not staying in residence housing on campus are required to park at the Iowa State Center (free). The shuttle transfer station is located on the West side of Stephens Auditorium. The shuttle is provided to central campus. Additional parking adjacent to central campus is available at the Memorial Union parking ramp with an hourly charge. Other lots are assigned to university staff. Please take care to avoid restricted areas.



## **CyRide**

CyRide, the city's public transit system, will operate a free bus service throughout the competition connecting the residence areas, central campus, and the Iowa State Center. CyRide also will offer free rides throughout Ames for Odyssey of the Mind participants and coaches wearing their wristbands. CyRide will be operating during the following hours:

Tuesday, May 26	12:00 pm - 11:00 pm
Wednesday, May 27	6:30 am - 11:00 pm
Thursday, May 28	6:30 am - 11:00 pm
Friday, May 29	6:30 am - 11:00 pm
Saturday, May 30	6:30 am - Sunday 1:00 am
Sunday, May 31	2:00 am - 12:00 pm



## Prop Details

### Preparing Your Shipment

Props may arrive between May 1 – May 27, 2026.

Pack props into shipping boxes or crates. All items shipped must be no wider than 32 inches (82 cm), no taller than 72 inches (183 cm), and no longer than 8 feet in length (244 cm). Boxes or crates can be shipped or securely strapped to a standard 40 inch (102 cm) wide pallet, as long as the box or crate can be removed from the pallet to pass through a standard doorway.

Note: Oversized shipments will remain at the ISU Central Receiving Facility. It is the team's responsibility to coordinate their delivery to the competition site with ISU Central Receiving

**Large and heavy crates** must be well-constructed to allow for forklift use (see illustrations below):



### GOOD CRATING:

- Provides durability and maximum protection
- Uses a fixed (under 32" wide) or removable pallet (over 40" wide) as a base
- Should be easy to lift with a forklift or pallet jack
  - Constructed with screws instead of nails



## **Labeling your Shipment**

Fill out the enclosed Odyssey of the Mind shipping label carefully and securely attach it to EACH box or crate shipped.

Each box or crate shipped must be clearly marked and labeled with the official shipping label provided in this packet, whether it is shipped by you or a third party.

When shipping multiple boxes or crates, mark each separate box or crate (Ex: Box 1 of 3, Box 2 of 3, Box 3 of 3)

All boxes or crates shipped require the Membership Name, Membership Number, Address, Phone Number, E-mail, Problem, and Division

Avoid placing multiple props for different problems in a single box or crate. Items must be shipped to the address provided on the shipping label (see official shipping label).

Props will be accepted May 1 through May 27, 2026

Bring tools to open and reassemble your props. Iowa State University is unable to supply tools.

## **Shipping Your Props**

ALL shipments must be prepaid. ISU Central Receiving will not accept any shipments arriving freight collect or COD.

Be sure to obtain a tracking number from your carrier for each carton/crate shipped.

## **Full Truckload Prop Shipping**

Full truckload shipments shall be loaded by Problem. Please have the carrier provide a manifest to ISU Central Receiving upon arrival.

## **International Prop Shipping**

ALL shipments must be prepaid. ISU Central Receiving, Odyssey of the Mind, and Iowa State University are NOT the importer of record. ISU Central Receiving, Odyssey of the Mind, and Iowa State University are not responsible for customs, clearance, brokerage, taxes, tariffs, duties, or any other fees. The shipper must provide their own broker for customs and clearance. ISU Central Receiving will not accept any shipments arriving via COD (Collect on Delivery) or Freight Collect, or those requiring payment of fees.

## **Shipment Tracking**

Check your carrier's website to see if your shipment has been delivered to Iowa State University Central Receiving.

Once your items have arrived at ISU, you can visit the Iowa State University tracking website to check their current location and status at ISU:

<https://isu.sclintra.com/OTM>

Each member's prop(s) will be staged according to Problem and Division and delivered to the designated prop storage area near each competition site by Wednesday, May 27.

## **While you are here**

The Prop Information Booth will be available on Tuesday and Wednesday during registration at the Scheman Building.

If your shipment is not in the designated prop storage area, please visit the ISU prop tracking website: <https://isu.sclintra.com/OTM> OR call 515.230.1308

## **Unloading at Competition Sites**

For props that travel with you, participants must load and unload their own props. Designated loading/unloading zone information will be available at team check in.

## **Prop Return Shipments**

Teams needing to ship materials home must register their requests at the ISU Prop Information Booth for proper guidance.

All teams are responsible for arranging either PREPAID or COD shipments for any materials that need to be returned.

Returns must be properly packaged, with a prepaid return shipping label and an orange "RETURN" label attached to each carton. The orange "RETURN" label(s) are provided at the Prop Information Booth.

Freight returns - A completed Bill of Lading (BOL) should be attached to all freight cartons or crates.

ALL returning props should be left in the prop storage rooms to allow ISU Central Receiving to pick them up and stage them for carrier collection at the Central Receiving Facility.

Do not schedule carrier pickups at the prop storage area. Return shipments should be scheduled with your carrier after June 1.

Carrier pick up address:

Iowa State University  
Central Receiving Facility  
2105 East Lincoln Way  
Ames, IA 50010

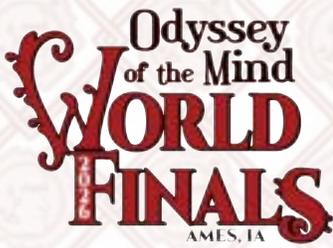
Note - Shipping hours: 8:00 AM-3:00 PM CST, M-F, full access loading dock.

Additional labeling and packaging instructions are available online:

- UPS
- FedEx
- Freight shipments

The deadline to have return shipments registered with the Prop Information Booth and properly packaged/labeled is Noon (12:00 PM CST) on Saturday, May 30, 2026.

*Disclaimer: ISU Central Receiving, Odyssey of the Mind and Iowa State University will not be responsible for overages or shortages of payment and/or damage to return shipments.*



## Check List

### Before your team leaves home

- Have each team member fill out a medical release form and insurance information form and have it signed by a parent/guardian. Provide a copy to your coach, and keep one with you!
- Ship props between May 1 and May 22. Don't forget to attach the shipping label to each separate shipping item/package. Include only items for one problem and division in each package. Must abide to container sizes.
- Leave a list of all team members and chaperones' names and any cell phone numbers with family members.
- Pack clothes for recreational activities, such as a bathing suit, towel and tennis shoes.
- Leave the emergency number with family members. In the event of an emergency at home, family members should call ISU Police at 515.294.4428.
- Check on your props: go to [isu.sclintra.com/OTM](http://isu.sclintra.com/OTM).
- Bring extra pillows if needed (you'll receive only one in residence housing) and universal plug-ins if coming from outside the US.

### Once you arrive

- Check in at Scheman Building.
- Check on your props at the prop information table at Registration, or on Friday or Saturday at the Memorial Union.
- Locate assigned residence area, hotel, and dining center.
- Stop by the Info Desk in the Memorial Union if you need information after arriving on campus.
- After your arrival, have your team members give family members at home their location, housing location, and the conference Desk number for your assigned living area.
- Use the free shuttle to get around campus and Ames.
- Interested in Rock Wall Climbing? If available, Release forms are taken at the time of use in the recreation center.

