

Dear Process Owners & Process Actors/Subject Matter Experts (SME),



Thank you for putting your process up for review, your leadership and support has helped make Process Palooza's *The Great LSS Race* a reality! Below are details about your role at Process Palooza, please do not share this information as we are keeping the competition a secret.

Event Date: Wednesday November 8th

Check-in Location: Process Palooza Registration, Village, Building 2, downstairs lobby:

<http://processpalooza.ucsd.edu/location/index.html>

Event Schedule: The event schedule, including presentations, is located at:

<http://processpalooza.ucsd.edu/schedule/index.html>

Competition Lead Contacts: The best way to reach us on event day is to text us:

Lynn Underwood: 858-245-5730

Kat Buyoc, Competition Room Lead: 419-560-7008 (until 1pm)

Mojgan Amini: 858-431-9834

The Process Owner & Process Actor/SME Teams

Process #1	Process #2
<ul style="list-style-type: none">Name, Process OwnerName, Process Actor/SMEName, Process Actor/SME	<ul style="list-style-type: none">Name, Process OwnerName, Process Actor/SMEName, Process Actor/SME
Competition Team Colors	Competition Team Colors
<ul style="list-style-type: none">GreenNavy BlueYellow	<ul style="list-style-type: none">OrangeTurquoiseBlack

Guidelines & Rules

Check-in:

You are welcome to stay all day at Process Palooza, but we ask that you **check in by 8:45 am**. Remember to submit your raffle ticket!

Catering

As a Process Owner or Process Actor/SME you have access to the competition lounge on the 15th floor. We are providing catering in this room for competition support, offering a space to relax (reserved for judges, emcees, competitors, process owners, process actors/SME's and LSS Experts). You are welcome to have the hotdog lunch too- we just wanted to make sure you had something extra for helping us out!

Schedule

EVC Elizabeth Simmons will speak between 9:00-9:15. Upon the close of her welcome address, the competition bell will ring to start the event.

Your role requires you to be **in the competition room (tables provided) from 9:15 to noon**. There are restrooms located on floor 15 as is the competition support lounge!

How it works

There are 6 competition teams, each team has a set of hand paddle signs. When a team wants your assistance, they'll raise a paddle sign that says:

Process.

When the **Process** paddle is raised, please go to the requesting team.

Volunteers working in the competition room will help connect you with teams as needed.

Process Owner & Process Actor/SME Rules

Answers:

- Answer how the process CURRENTLY works.
- Respond consistently to each team.
- Answer only what asked – *don't offer up information*. For instance, if one team asks about "x", don't offer to share "x" at another team.
- Do not offer up solutions.

Time Limit

- Limit your time with competition teams to 5 minutes (volunteers will help time).
- If other teams are not summoning you, you may continue talking with the requesting team but after 15 minutes, you need to return to your seat and wait for another summons. Competitors will be aware of this restriction as they need to share their time with you.

Thank you,
Process Palooza Committee, (email)
Additional Contact: (name, email)