June 13-23, 2018   |   July 11-21, 2018

Dancer & Parent Guide

Broadway-Bound Dance Camps

Jo Rowan, Dance Dept. Chair
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Before Arriving

Oklahoma City University requires that all participants fill out the following online forms.

**Deadline for June Camp:** May 28, 2018  
**Deadline for July Camp:** June 17, 2018.

- RSVP Card and Media Release Form
- Participant Information
- Oklahoma City University Special Events Waiver
- Emergency Contact Information
- Health History Form with a Copy of Participant’s Insurance Card Attached

Arrival & Check-In

**Check-In**

Check-in occurs between 10am – 2pm on Wednesday, June 13th for Camp 1 or Wednesday, July 11th for Camp 2 and will take place in the Oklahoma United Methodist Hall lobby. The University is located on NW 23rd Street between Classen Blvd. and Pennsylvania Avenue. To get to the dormitory from 23rd Street, go north on Kentucky Avenue and turn right at the 1st one-way drive into campus, which will be in the middle of the block. Proceed down the drive (Oklahoma United Methodist Hall will be on the left), and at the end of the drive, turn left. There will be guest parking to the right, and the lobby entrance will be on the left.

A map of the OKCU campus with the Oklahoma United Methodist Hall and the Gaylord Center highlighted in yellow is located on page 4 for your convenience.

**Airport Shuttle for Arrival Flights**

We will provide shuttle service to and from the Oklahoma City Airport (Will Rogers World Airport) for participants who are traveling without an adult. Dancers traveling with an adult may wish to visit the Oklahoma City Airport website at [http://www.flyokc.com](http://www.flyokc.com) for taxi and shuttle information. Dancers who would like to take advantage of the shuttle service should fill out the airport shuttle portion of the Participant Information online form.

**Airport Shuttle Times for June 13th for Camp 1 and July 11th for Camp 2:**

- 10:00am
- 11:00am
- 12:00pm
- 1:00pm

*Shuttle times indicate departure time from the airport.*

Dance camp staff will be stationed in the baggage claim area on the lower level to greet dancers and to help with luggage. For convenience, a map of the Oklahoma City Airport is located on page 5. An interactive map is available on the Will Rogers World Airport’s website at [http://www.flyokc.com](http://www.flyokc.com).

Reminder: Dancers should be prepared to provide/purchase meals during their travels to Oklahoma City.
**Shipping Bedding**
To reduce the amount of luggage taken on airplanes, participants may wish to ship bedding to OKCU before the workshop. Participants may use the shipping company of their choice. The United States Postal Service, Fedex and UPS provide a scheduled pick up service. While arranging the initial shipment to OKCU, participants must schedule their package to be picked up from OKCU on June 25th for Camp 1 and July 23rd for Camp 2.

Participants should make sure delivery is scheduled on or before June 8th for Camp 1 or July 6th for Camp 2 to ensure that bedding is delivered before check-in. We recommend shipping bedding early.

Please address boxes to:
Oklahoma City University  
Ann Lacy School of American Dance and Entertainment  
Dance Workshop: DANCER'S NAME  
2501 N. Blackwelder  
Oklahoma City, OK 73106

During checkout, Saturday June 23rd for Camp 1 and July 21st for Camp 2, dancers will need to box up bedding and transport to pick up location designated by camp staff. If you have questions about shipping bedding, please contact the Dance Department at rlbaret@okcu.edu or 405-208-5644.

**Parking**
If a dancer needs to keep a car on campus during the workshop, a temporary parking permit will be issued. To receive a temporary parking permit, participants need to fill out the parking permit section on the Participant Information online form. Participants keeping a car on campus will be expected to park their car in the designated area for the entirety of the workshop. Participants with cars are not allowed to leave campus in their personal vehicle or use their personal vehicle for any reason during the workshop. Participants will be expected to turn in car keys after they are checked in. Participants who violate this rule will be brought to the attention of the Dean of Students.

**Departure**

**Check-Out**
The final showcase performance is scheduled to end around 12:00PM on Saturday, June 23rd for Camp 1 and July 21st for Camp 2. Check-out will take place in the Oklahoma United Methodist Hall from 12-2PM. Dancers should plan to begin the checkout process as soon as the showcase ends to ensure all check out requirements are completed within the designated time.

**Airport Shuttle for Departure Flights**
We will provide shuttle service to and from the Oklahoma City Airport (Will Rogers World Airport) for participants who are traveling without an adult. Dancers traveling with an adult may wish to visit the Oklahoma City Airport website at [http://www.flyokc.com](http://www.flyokc.com) for taxi and shuttle information. Dancers who would like to take advantage of the shuttle service should fill out the airport shuttle portion of the participant information form located on page 13.

Airport Shuttle Times for Saturday, June 23rd for Camp 1 & Saturday, July 21st for Camp 2:

- 2:00pm  
- 3:00pm  
- 4:15pm  
- 5:30pm  

*Shuttle times indicate departure time from OKCU.*
Parents and friends are welcome to visit the camp during designated times. The camp will be closed to visitors except during designated times, so dancers can enjoy the workshop experience without distractions. Parents and guests are invited to visit and observe the showcase on the final day of the camp, June 23rd for Camp 1 and July 21st for Camp 2. During designated visiting times, visitors will be expected to follow all the camp guidelines.

**Workshop Schedule - What to Expect**

**Typical Daily Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15-8:45am</td>
<td>Breakfast</td>
</tr>
<tr>
<td>9:00-10:00am</td>
<td>Tap Technique Class</td>
</tr>
<tr>
<td>10:15-11:45pm</td>
<td>Jazz Technique Class</td>
</tr>
<tr>
<td>11:45am-12:15pm</td>
<td>Costume Fittings</td>
</tr>
<tr>
<td>12:15-1:00pm</td>
<td>Lunch Break</td>
</tr>
<tr>
<td>1:15-3:00pm</td>
<td>Ballet Technique Class</td>
</tr>
<tr>
<td>3:15-4:30pm</td>
<td>Industry Specialized Classes</td>
</tr>
<tr>
<td>4:30-6:00pm</td>
<td>Dinner Break</td>
</tr>
<tr>
<td>6:00-8:30pm</td>
<td>Rehearsal for Showcase Performance</td>
</tr>
<tr>
<td>10:30pm</td>
<td>Room Check - Curfew</td>
</tr>
</tbody>
</table>

*Schedule subject to change*

**Showcase Performance**

The camp will culminate in a showcase performance on Saturday, June 23rd for Camp 1 and July 21st for Camp 2. Doors open at 10am. Parents and friends are invited to attend. Dancers will be asked to RSVP for parents and friends attending the showcase performance when they check in. Make sure to bring the Showcase Performance self-supplied costume items that are listed in the What To Bring section on page 11.

**IMPORTANT:** Video recording or photography of any kind is not permitted during the showcase performance.

**Dancer Health**

It is extremely important for dancers to take care of their bodies during the camp. Dancers are encouraged to stay hydrated by drinking water instead of carbonated beverages. Most participants will be dancing more than they are used to during this camp. Dancers need to be prepared to take care of sore muscles by bringing a reusable ice pack (to be kept in the dancer's dorm room refrigerator) and to bring band aids and moleskin to prevent blisters, which can develop from the intense nature of the camp.
Dean of Students
A designated faculty member will handle all disciplinary issues. Participants who violate any of the guidelines or rules will be brought to the attention of the Dean of Students. Disciplinary action for a violation of the rules is at the discretion of the Dean of Students. Disciplinary action can range from sitting out of class to removal from the camp without refund and at the return travel expense of the participant.

Gaylord Center House Rules
- No food, drinks, or gum in the dance studios, on the 1st or 2nd floors or in any carpeted areas. This includes bottled water. There are water fountains conveniently located outside the studios.
- Food and drinks are permitted in the lower level only.
- Street shoes are not permitted on the dance studio floors (shoe racks are provided outside studios).
- Leaning on walls/mirrors or putting feet on walls is not permitted.
- Shoes are not permitted on the futons.
- Dance bags, coats, and personal items are not permitted in the dance studios and must be stored in areas provided. **Lockers will be assigned to each dancer for belongings during dance classes. Combination locks must be brought with each dancer to secure their belongings.**
- Socks and slippers for non-dancers are great.

Code of Conduct
As necessary as rules are to maintain order, they can't and won't guarantee a successful camp experience. Success depends on individuals’ willingness to work together for the common good.

- Participants are expected to attend all sessions and activities during the camp. Participants are not allowed to leave the camp facilities. Name badges should be worn at all times except during dance classes.
- Cell phones should be left in dorm rooms and should not be out during any scheduled activities. Cell phones that are used or brought to the staff’s attention during classes or any scheduled activity will be taken away and returned when students return to their dorms.
- Dress throughout the camp experience is comfortable when not in dance attire. Shirts and shoes are required in all areas except the dorm rooms. T-shirts/sweatshirts with alcohol, tobacco or sexual overtones are not acceptable, nor is clothing exposing any part of undergarments.
- Appropriate cover-ups must be worn over dance clothing when outside the studio. Ladies must wear cover ups over leotards when not in dance class. Please bring plenty of cool clothing to wear over dance attire when walking to and from the dance studio.
- Socializing should take place only in the designated public area of the housing facility. No visiting is allowed in sleeping areas occupied by the opposite sex.
- Moral and ethical behavior is expected at all times. Respect for individuals, the community and the facilities is required. Teasing, harassment (this includes bullying), sexual jokes, inappropriate displays of affection, and other demeaning actions are considered inappropriate behavior.
- Each day will be a busy one, making adequate sleep a necessity. Participants must be in their respective rooms by curfew at 10:30pm.
- Oklahoma City University has adopted a tobacco-free/ vape-free campus policy. The use or distribution of tobacco, including smoking, and the use of smokeless tobacco, is prohibited on university property, including all indoor and outdoor spaces, private vehicles on campus and university-owned, leased or operated vehicles. The purchase, possession or consumption of alcohol or drugs by participants will result in immediate dismissal from the program.
Suggested Dance Attire

**Tap Technique:**
Women: Jazz pants, leotard or fitted dance top (no midriffs or crop tops), flat tap shoes  
Men: Jazz pants, dance belt, fitted shirt, flat tap shoes

**Jazz Technique:**
Women: Jazz/ yoga pants, leotard or fitted dance top (no midriffs or crop tops), stretchy shorts with tights underneath, jazz shoes  
Men: Jazz/ yoga pants, dance belt, stretchy athletic shorts or pants, fitted shirt (no midriffs or crop tops), jazz shoes

**Ballet Technique:**
Women: Tan tights, black leotard, tan ballet shoes (Capezio makes a tan ballet shoe called Rose Quartz)  
Men: Fitted pants or black tights, dance belt, fitted shirt (no midriffs or crop tops), ballet shoes  
*Please do not wear ballet skirts. Ballet sweaters should be form fitting, so the faculty can see the dancer’s body placement.  
*An optional pointe class will be offered during the camp. Bring pointe shoes if you wish to participate.

All dance attire should be form fitting, so faculty can see the dancer’s body to ensure proper alignment and technique during classes. Dancers wearing loose clothing will be asked to change clothes or remove loose fitting articles of clothing. Dancers should bring warmies (form-fitting sweat pants, form fitting long sleeved shirt, etc.) to keep bodies safe from injury in case the studios are cold. If dancers prefer to wear jazz shorts, they must wear tights underneath. Jazz shorts without tights will not be allowed. Sports bras are not considered shirts. Please make sure “cover up” clothing is not revealing.

**Dance Shoes**
Dancers must wear full soled shoes during dance classes. Modern shoes that only cover the ball of the foot are not permitted. Pedinis or other “teaching” shoes are not permitted. Dancers are allowed to go bare foot or wear socks during jazz warm ups if they like.

Dancers should bring the following dance shoes:
- **Required Shoes:**
  - Flat Tap Shoes (Black)
  - Jazz Shoes (Tan & Black)
  - Ballet Shoes (Tan, that match your tan tights - for ladies) (Black - for gentlemen)
  - Character Shoes (Tan -for ladies only)

**Eye Glasses**
Eye glasses are not permitted while dancing. Participants should be prepared to wear contacts during all dance classes and rehearsals. Please contact the Dance Department at rlbarrett@okcu.edu or 405-208-5644 if you have questions regarding approved eyewear.

**Hair**
Hair should be out of the face for all dance classes unless otherwise instructed by faculty. For ballet classes, women’s hair should be in a bun.
**Dorm Life**

All dancers are required to stay in the dorms during the camp. Dancers will not be allowed to leave campus during the camp unless it is for a camp activity accompanied by a camp RA.

**Room Assignments**
We will make every effort to accommodate roommate requests; however, roommate requests are not guaranteed. Roommate requests are made by filling out the roommate request portion of the Participant Information Form which can be found on page 14.

**Curfew and Room Guests**
Curfew for all dancers is at 10:30pm each night. Room checks will be conducted by the RAs at 10:30pm each night. Participants should not leave their room once room checks have occurred. Dancers caught in violation of this rule will be brought to the attention of the Dean of Students.

While the dorm is a co-ed facility, dancers are not permitted in a room occupied by the opposite sex at any time for any reason. Dancers caught in violation of this rule will be brought to the attention of the Dean of Students.

Guests, including parents, are not allowed to stay in the dorm rooms with students. Guests are only allowed to visit during check-in/check-out times.

**Dorm Room Amenities**
- Kitchenette (equipped with microwave, refrigerator, sink) in each living area. Students may wish to bring some food items to keep in their dorm rooms for snacks.
- Laundry facility is located on the 2nd floor of the dormitory.
- Student Lounge areas
- Interior courtyard

**Residence Hall Registration Form**
During check-in dancers will be required to fill out a University Residence Hall form which includes permanent address and contact information. By completing the form, the dancer acknowledges and agrees to the following:

*I agree that the above information is correct. I fully understand that I am responsible for damages to the room and/or lost keys ($100 fine per lost key and $25 fine for lost swipe card). Upon move out I agree to take all of my belongings out of the room. I agree to the stipulations set forth in the Student Handbook and pursuant to the Student Code of Conduct (http://www.okcu.edu/students/resources.aspx).*
What to Bring

Dorm Room:
- Bedding: Standard Twin/Full Size Sheets; Blanket/Comforter; Pillow
- Towels
- Hair dryer, Curling iron (for ladies)
- Personal grooming products (toilet paper provided)
- Alarm Clock
- Ethernet Cord (optional)
- Laundry Detergent

Food:
- Dorms come with a microwave and refrigerator in each room. Students may wish to bring some food items to keep in their dorm rooms for snacks. Students traveling alone and taking the OKCU shuttle to and from the airport will have the opportunity to purchase items from Wal-Mart on the way to the campus.

Clothing:
- Dance Attire for 10 days of class
  To reduce the amount of clothing needed, dancers can use the laundry facilities in the dorms.
- Dance Shoes:
  Required: Tap, Jazz, Ballet and Tan Character Shoes
  Make sure your dance shoes are in proper condition. Write your name in all of your dance shoes to prevent shoes from being lost or accidentally mistaken for someone else’s shoes.
- Knee Pads
- Showcase Performance self-supplied items:
  **Women:**
  - Black leotard (at least one with sleeves)
  - Black jazz pants
  - Black tights
  - Black full length leggings
  - Tan tights
  - Black jazz shoes
  - Tan Jazz Shoes
  - Tan ballet shoes (that match your tan tights)
    - Capezio makes a tan ballet shoe called Rose Quarts
  - Black flat tap shoes
  - Tan character heels
  - Stage make-up including red lipstick
  - Hair spray, hair pins and ties, hair nets

  **Men:**
  - Black tight fitted shirt
  - White tight fitted shirt
  - Black jazz pants
  - Black tights
  - Dance belt
  - Black jazz shoes
  - Black ballet shoes
  - Black tap shoes
  - Appropriate hair styling products

"If items are added to the list, an updated list of self-supplied costume items will be sent out prior to the camp.

Other:
- Combination Lock, not a key lock (REQUIRED)
- Reuseable Ice Pack (REQUIRED)
- Notebook and pen for journaling (REQUIRED)
- Bandaids and Moleskin (REQUIRED)
- Screwdriver to tighten loose tap screws
Dance injuries do happen. If an injury does occur, staff will contact the dancer’s emergency contact to discuss proper injury treatment options. If an emergency occurs, staff will take all immediate measures necessary to stabilize the dancer while trying to contact the dancer’s parent/guardian. Necessary measures can include calling an ambulance, taking dancer to the hospital, etc. Dancers need to be prepared to pay for any medical expenses if an injury or illness does occur (ER visit co-pays, prescription co-pays, etc.). Parents may leave an emergency fund with the Camp Administration to pay for such expenses.

Emergency Fund
Participants may turn in a cash fund for emergencies during check-in. The cash will be sealed in an envelope signed by the participant and will be stored in the department safe. Emergency fund envelopes will only be opened by participants if needed and will be returned during check-out.

Mail
Participants may turn in a cash fund for emergencies during check-in. The cash will be sealed in an envelope signed by the participant and will be stored in the department safe. Emergency fund envelopes will only be opened by participants if needed and will be returned during check-out.

Parents and friends may send mail to dancers while they are attending the workshop. Please send all mail to the following address:

Oklahoma City University
Ann Lacy School of American Dance and Arts Entertainment
Dance Camp: Dancer’s Name
2501 N. Blackwelder
Oklahoma City, OK 73106

Mail or packages that are not addressed as shown above may not make it to the dancer. To ensure delivery, please address letters and packages properly. Mail will be picked up from the University Mail Room daily during weekdays (The University Mail Room is not open on the weekends.) and will be distributed at the end of each day by the workshop staff. Mail that arrives after the completion of the camp will not be forwarded on to the dancer. Please make sure to send mail with enough time to arrive during the workshop time frame.
PARTICIPANT INFORMATION FORM
ALL FORMS DUE BY MAY 28 FOR CAMP 1 OR JULY 2 FOR CAMP 2

Name (please print): _______________________________________________ Gender: __________
Address: __________________________________________ City: ______________ State: _____ Zip Code: ______
Home Phone: ___________________________________ Participant’s Cell Phone: __________
Participant’s Email Address: ___________________________________________ T-Shirt Size: ________
Parent's Name: ___________________________________________________________________________
Parent’s Cell Phone: ________________ Parent's Email Address: ________________________________
CAMP(s) BEING ATTENDED: ___ JUNE ___ JULY ___ BOTH
Please list OKCU events previously attended, if any: ________________________________

DANCE TRAINING/INTEREST:
Years of study: _____ Jazz _____ Tap _____ Ballet Height: ____________
On a scale of 1 – 5 rank your interest in the following techniques (1 being low and 5 being high):
Ballet _____ Jazz _____ Tap _____ Musical Theatre_____ Hip Hop _____ Lyrical _____

ARRIVAL/DEPARTURE:
I will be traveling by: □ Airplane (If so, answer below) □ Car

Airport Shuttles are available for participants traveling alone. If you are traveling alone and would like to take an
OKCU Airport Shuttle, please fill in your flight information below.

Will this be your first time traveling alone? □ Yes □ No

Please rate your comfort level of traveling alone on a scale of 1 - 5. ________
(1 being very uncomfortable and 5 being extremely comfortable)

Arrival Flight:
Date _______________ Airline __________________________ Flight # ____________________
Departing City ___________________ Departure Time _______ Arrival Time in OKC ____________

Please select the shuttle time appropriate for your arrival:
   □ 10:00am □ 11:00pm □ 12:00pm □ 1:00pm
*Shuttle times indicate the departure time from the airport

Departure Flight:
Date _______________ Airline __________________________ Flight # ____________________
Departure Time __________________

Please select the shuttle time appropriate for your departure:
 □ 2:00pm □ 3:00pm □ 4:15pm □ 5:30pm *Shuttle times indicate the departure time from OKCU

Comments about travel: ______________________________________________________________________
__________________________________________________________________________________________
Shipping Bedding:

☐ I PLAN on shipping my bedding to OKCU prior to my arrival.
☐ I DO NOT plan on shipping bedding to OKCU.

PARKING:
Do you plan to keep a car on campus during the workshop?  ☐ Yes  ☐ No  (If yes, answer below)
Make________________________________________ Model________________________________________ Year___________ Color________________________________________
Tag #________________________________________ State Registered________________________________________
- You will receive a parking permit at check-in
- Participants keeping a car on campus will be expected to park their car in the designated area for the entirety of the camp. Participants with cars are not allowed to leave campus in their personal vehicle for any reason during the camp. Participants will be required to turn in keys at the end of check in. Keys will be returned during check out. Participants who violate this rule will be brought to the attention of the Dean of Students.

HOUSING:
Room Request: (Please use numbers to indicate order of preference. We will make every effort to accommodate room requests; however, room requests are not guaranteed.)

____ Two bedrooms/ two baths
____ Four bedrooms/ two baths

Roommate Request: ____________________________________________________________

(We will make every effort to accommodate roommate requests; however, roommate requests are not guaranteed.)

Comments:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

☐ I have read and understand the information in the Dancer and Parent Guide. I acknowledge that it is imperative to have read the Dancer and Parent Guide to properly prepare for the Broadway-Bound Dance Camp and failure to do so may negatively impact my experience.

Signature of Participant: ___________________________________________ Date:____________
Oklahoma City University
Special Events Waiver and Release Agreement

I, ________________________________________, have agreed to participate in the Oklahoma City University’s program of Broadway-Bound Dance Camp from June 13, 2018 until June 23, 2018 for Camp 1 or July 11, 2018 until July 21, 2018 for camp 2 (“the Program”). In consideration for being permitted to participate in the program, I hereby agree and represent that:

1. I have, or will secure, health insurance to provide adequate coverage for any injuries or illness that I may sustain or experience while participating in the program. By my signature below, I certify that I have confirmed that my health care coverage will adequately cover me for the duration of this program. I hereby release the University, the employees and or agents from any responsibility or liability for expenses incurred by me for illness or injuries during my participation in this program.

2. I understand that, although the University will attempt to maintain the program as described in its publications and brochures, it reserves the right to change the program, including the itinerary, travel arrangements or accommodations at any time and for any reason, with or without notice, and that the University, or the employees or agents of the University, shall not be responsible or liable for any expense or losses that I may sustain because of these changes.

3. I understand the University reserves the right to decline to retain me in the program at any time, should my actions or behavior, in the sole discretion of the University, be determined to impede or obstruct the progress of the program in any way.

4. Furthermore, I grant Oklahoma City University permission to reproduce all photographs, video, movies, or sound recordings taken of me during the time I participate in the program.

5. I understand that, although the University has made reasonable effort to assure my safety while participating in this program, there are unavoidable risks in travel and I hereby release and promise not to sue the University, or the employees and agents of the University, for any damages or injury (including death) caused by, derived from, or associated with my participation in the program, except for such damages or injury as may be caused by the gross negligence of willful misconduct of the employees or agents of the University.

6. I agree that, should any provision or aspect of this agreement be found to be unenforceable, all remaining provisions of the agreement will remain in full force and effect.

7. I represent that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this agreement, I have the right to consult with the advisor, counselor or attorney of my choice.

8. I agree that, should there be any dispute concerning my participation in the program that would require the adjudication of a court of law, such adjudication will occur in the courts of, and be determined by the laws of the State of Oklahoma.

9. This agreement represents my complete understanding with the University concerning the University’s responsibility and liability for my participation in the program, supersedes any previous or contemporaneous understandings I may have had with the University on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence.

10. I represent that I am at least eighteen (18) years of age, or if not, that I have secured below the signature of my parent or guardian, as well as my own.

Participant’s signature: ___________________________________________ Date _____________

Signature of parent or guardian: ___________________________________________ Date _____________

(if required)