

February 12, 2018

Dear educators,

Thank you for coordinating your fairs and working with students to get them registered!

This is also a reminder to those who have not registered students yet that the deadline for NE Indiana Regional Fair registration is Friday, February 16 at 5:00PM. If you need to add yourself to the list of schools whose fairs happened to be scheduled after February 16, please do so immediately via reply to this email.

Confirming students: I will post a list of all schools and the students you advanced in a document next week on the NE Indiana Regional website <http://www.neirsef.org> so that you can confirm we have all the student names and they are correct. I will announce this in an email first so you don't have to keep checking the site.

To check if you are doing things correctly, this is a review of some important information:

- 1) Teachers who plan to advance students on the SEFI website must be registered for this year on the site (or "activated" for this year if you were on their last year). This gives you access to entering students.
- 2) Students must be entered on the SEFI website by their registered teachers. There are three different levels of requirements for **completion of registration:**

ALL STUDENTS: on the site you will enter the student's name in the form directed and then you will be able to link to "your students" to enter the rest of the student information including: address, phone, grade, date of birth, project title, gender/ethnicity (your choice to opt out on these), category (**you MUST choose one or it shows up as Animal Science**), and check if it needs electricity.

JUNIOR DIVISION: ELEMENTARY ONLY (K-5): All we need is the above information. **NO FORMS** even if you see a link for forms. Once we select the top student in 4th grade and the top student in 5th grade who will be invited to attend the Indiana State Science and Engineering Fair, they will have to enter a research plan and an abstract onto the SEFI site. Only those two students. At this point no one else needs to do this.

JUNIOR DIVISION: MIDDLE SCHOOL (6th, 7th, 8th): The above items under "all students" **AND** a research plan and abstract. **NO ISEF Forms** required at this level (International Science and Engineering Fairs) required. The regional fair scientific review committee (SRC) chair will read all research plans and abstracts and will give approval for you to be eligible for awards and advancement to the state fair. If there are any problems, the teacher will be contacted. This is one reason we have registration two weeks before the regional fair.

SENIOR DIVISION: HIGH SCHOOL (9TH- 12TH): The above "all students" items plus the research plan, abstract, **AND** the appropriate ISEF (International Science and Engineering Fair) forms for your project that are based on how you answered the initial questions asked within the website. You will need the

Regional Fair Scientific Review Committee (SRC) Chairperson to sign approval on the original International Fair forms so we will need to see original forms on the day of the regional fair or you may give them to us ahead of time. Either way, you must have **all the appropriate forms entered online** for the review process. These forms must be signed and dated by the person indicated on the form: parents, the student, the sponsor (and that may be a teacher, mentor, or parent). Any other forms that require explanations or signatures must be completed also. These might include: Qualified Scientist Form or the Regulated Research Lab form. Each project is a little different in what it requires and answering the questions helps you know the forms you need. All forms should be made into a PDF and uploaded onto the SEFI website so they may be reviewed by the Regional Fair SRC. You may upload each form individually or all forms together in one PDF. **Please call or email us for assistance and help with this process if you need to do so.**

PAYMENT FOR THE REGIONAL FAIR: \$10 PER PROJECT (NOT PERSON) and is **due by Friday, February 23.** (Note the new date) Payment is made through the Continuing Studies web site, which assured me that they will handle all forms of payment. See my earlier email for more details.

<https://www.enrole.com/ipfw/jsp/session.jsp?sessionId=18SCON385&courseId=CON385&categoryId=10005>

If you need to pay by check, make it out to IPFW and send to the Outreach office at the following address:

Training Outreach
2101 E. Coliseum Blvd.
Kettler Hall 139 Attn: Roxanne
Fort Wayne, IN 46805

Include a note saying that you are registering for NEIRSEF and all of the pertinent information requested by their registration web page.

REGIONAL FAIR DAY DETAILS: Please check out the information on the NEIRSEF website under For Parents and make sure parents have this information or this link. **We do not send the information to students or parents but rely on the teacher to give this information to the students they advance:**

<http://www.neirsef.org/2018parents.html>

DISPLAY RULES: Please have parents check the rules. Your fair may have different rules and parents/students get upset when they get here and have to change something. We do have Display Inspections so please help us make sure that all students comply with the rules and adapt their displays before they get here if needed. Example: no liquids...they will have to remove anything liquid when they get here. Things like that....

ATTACHMENTS: I have attached several documents to this email for you to pass on to parents. These include the Contact Info Media Consent form (allows IPFW to take pictures/video of students at NEIRSEF), the Display Rules (see prior paragraph), the Participant letter (lots of information important for parents to know), the Photo Display Approval form (an International Science and Engineering Fair requirement) and the Regional Fair Schedule. I will forward these to parents soon, but please feel free to pass these on to students and parents. Duplicates of these are available on the NEIRSEF web site.

Thanks everyone for all your effort to host your local fair and get your students registered for the regional fair. Please don't hesitate to contact me with any questions you may have.

Sincerely,

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