



Dear Fair Participant and Parent:

Congratulations on advancing to the 60th Northeast Indiana Regional Science and Engineering Fair to be held at Indiana University-Purdue University Fort Wayne (IPFW) on March 7, 2015. I would like to bring your attention to the following items:

1. **Two Display Set-Up Options:** Option 1 is Friday, March 6, 4-5:30 PM or Option 2 is Saturday, March 7, 7:45-8:30 AM. We highly encourage Option 1 as Saturday is hectic especially if your student has a problem with their display which must be rectified. Grades 4 & 5 will display in the International Ballroom and Grades 6-12 will display in Walb Classic Ballroom. You will be directed to the correct location when you arrive.
2. **Tables this year are smaller. For grades 4 & 5, two students will share a 6 foot display table so plan your display with that in mind. You may have to make adjustments from your school fair.** If your student does not need a table, please email Caryl Spira as soon as possible. Team members will have multiple chairs at their display. For grades 6-12, there will be one project at each table. The following items will be on the display table when you arrive: 1) Display Inspection List, 2) Media Consent Form, and 3) a few division specific items. **The documents can be reviewed in advance at the Regional Fair website under Fair Date Details:** www.ipfw.edu/scifair . All students and adults who accompany elementary/middle school students must remain at the display until it is cleared for judging. Specific directions for display inspection procedures will be given when you arrive.
3. **Display Inspections: Display Rule Violations Will Require Display Alterations.** School fairs do not always have the same display rules as the Regional Fair. The Regional Display Rules are established for 3 purposes: 1) protect ALL student projects from accidents (ex. spilling liquid), 2) prohibit items that could potentially cause problems during the **unsupervised** public project display and, 3) comply with the International Science and Engineering Fair Display Rules. **All projects must follow the Regional Display Rules which are posted at:** www.ipfw.edu/scifair/DisplayRules.htm. Please review the prohibited items in advance to make certain your student's display is in compliance or they will be asked to alter the display. **Prohibited items may not be at the display during judging.** We encourage the use of pictures as an alternative for prohibited items to help judges visualize the experiment. Use of a picture rather than the actual object will NOT have a negative impact on judges.
4. **Children at Displays:** It is acceptable for children to read, draw, play a game and talk to friends as they wait for their judge interview. **Children using electronic communication devices are prohibited from sending inappropriate messages to friends. These messages can sometimes be seen by younger children and are then reported to parents and Fair officials. If a student is detected sending inappropriate messages, their electronic device will be removed and held at the information table.**
5. **Judging Procedures:** Judges interview students between 9:00 a.m. and noon. Students remain at their display except when otherwise directed for a break or release. Parents of 4th and 5th graders may sit in the ballroom seating or in the lobby. Parents of middle and high school students can sit in the cafeteria or lounge areas in Walb or the International Ballroom. **Each student is guaranteed a visit by a grade (elementary students) or category (middle/high school) judge or judge team. Some students are visited by multiple judges because their project is in a category with one or more special award sponsors. Please share with your student that a project visited by multiple judges is not more important than a project visited one time. Also, students who are interviewed by multiple judges are not guaranteed an award.** After the morning break, many students will be released if their grade or category judging is completed. **Some students remain for additional judging after the break for any of the following reasons: their grade level judging was not completed or special award judges may still be judging and must visit a display, or grade/category judges will review the project a second time for further information. NOTE:** Score sheets are not released to students. All students will receive a participation ribbon at the award ceremony. If you cannot attend, ask at the Information table about obtaining your ribbon.
6. **Break:** There will be a morning break when students are released to visit the restroom, see parents, stand up and stretch. **Announcements will be made in the morning during the opening welcome about how this break will be conducted this year.**
7. **Food:** The concession stand will not be open this year. See the Fair website the week of the fair for further information if any food/drink will be available. Fair website www.ipfw.edu/scifair/ see link to **Fair Date Details**.

On behalf of the entire IPFW NEIRSEF Committee, thank you for participating in the Regional Fair.

Best Regards,

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