



Dear Fair Participant and Parent:

Congratulations on advancing to the 61st Northeast Indiana Regional Science and Engineering Fair to be held at Indiana University-Purdue University Fort Wayne (IPFW) on March 5, 2016. We look forward to your participation!

Please note the following items pertaining to fair set-up and procedures:

1. **Display Locations:**

- **Grades 4 and 5:** IPFW International Ballroom
- **Grades 6 through 12:** IPFW Walb Classic Ballroom.
- **Parking:** Parents may use Parking Garage 2. Use the inter-connecting walkway to access the appropriate fair location for your student. Signs will be posted. Campus maps can be found at: <http://www.ipfw.edu/about/maps-directions/>

2. **Two Display Set-Up Day/Time Options:** We encourage Option 1 as Saturday can be hectic if your student has a display violation that must be rectified. You will also be able to arrive on Saturday morning at a later time (see schedule).

- **Option 1:** Friday, March 4, 4-5:30 PM
- **Option 2:** Saturday, March 5, 7:45-8:30 AM.

3. **Table Display Information:** If your student does not need a table, please notify Abby Martin as soon as possible (see email at the end of letter) so that a floor display location can be identified. Team members will have multiple chairs at their display. There will be an electrical extension cord or placement of the table near electricity **only** for students who have provided this information when registering for the Regional Fair. Please contact your teacher if your student needs electricity so they may enter this information on the registration site.

- **Grades 4 & 5:** Two students share a 6 foot display table; students may have to make adjustments from their local fair.
- **Grades 6-12:** One student will have their project at a 6 foot table. Middle and high school please refer to the ISEF size limitations on the Display Guidelines.

4. **Display Inspections: Any Display Rule Violations Will Require Display Alterations.**

School fairs do not always have the same display rules as the Regional Fair however; all projects at the Regional Fair must follow Display Rules. See: www.ipfw.edu/scifair/DisplayRules.htm. The Regional Display Rules are established: 1) to protect ALL student projects from accidents (ex. spilling liquid); 2) for university safety reasons; and 3) to comply with the International Science and Engineering Fair Rules with whom the fair is affiliated. Please review the prohibited items in advance to make certain your student's display is in compliance. Prohibited items may not be at the display at any time and your student's display will have to be altered to meet Regional Fair Display Rules before judging. The use of pictures is as an acceptable alternative for prohibited items so that judges can visualize the experiment. **Use of a picture rather than the actual object will NOT have a negative impact on judging evaluations. Judges are aware of display restrictions that may prevent your student from demonstrating all aspects of their experiment.**

5. **Fair Table Documents:** The following items **will be on the display table** when you and your student arrive:

- **Display Inspection List** for student and parent to check items. This will be initialed by a Display Inspector **after the adult/student check off the list** and the inspector or fair official determines the student's project is in compliance with rules.
- **IPFW Media Consent and Release Form.** This form is also available on the fair website. If your student is brought to the fair by another adult please make sure you provide your student or accompanying adult with the signed form. The form must be signed **by the parent /guardian. The signed form provides parental approval for the fair to take pictures of students during their display time or at the award ceremony.** This IPFW Media Consent and Release form for the student participant is different from the Photo Display Approval Form that a student needs to have signed by each person who appears in pictures posted on the display board (including family). The Photo Display Approval Form can be found on the Regional Fair website.
- **Division-Related Items:** These documents pertain to advancement to the next level of competition. They can be reviewed in advance at the Regional Fair website under Fair Date Details: www.ipfw.edu/scifair.

Note: Students and the adults who accompany students must remain at the display until the project is cleared by an inspector for judging and all the required documents have been submitted. Inspection procedures will be reviewed when you arrive.

6. **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.**

7. **Judging Procedures:** Judges will interview students between 9:00 a.m. and noon. Students should remain at their display except when otherwise directed for a break or release. If a student must visit the restroom, they may approach any fair official with a designated name badge about leaving the display area. For your child's safety, we need to be informed about anyone leaving the display area. 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 category has one or more special award sponsors. **Please share with your student that a project visited by multiple judges is not more important or better 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.
8. **Parent Waiting Locations:** Parents of 4th and 5th graders may sit in the International Ballroom seating or in the lobby. Parents of middle and high school students may sit in the cafeteria or lounge areas in Walb or the International Ballroom.
9. **Morning 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.**
10. **Food: The concession stand will not be open this year.** See the Fair website the week of the fair for further information about availability of snacks for students. Fair website www.ipfw.edu/scifair/ see link to **Fair Date Details**.
11. **Award Ceremony:** There will be one award ceremony to honor all students. Every student will receive a participation ribbon. Students will come forward with their grade or category as a group and will receive their ribbon. Due to time constraints each name will not be announced. Students receiving a special sponsored award or a placement award will be announced individually. The award ceremony is recorded by CATV (College Access Television) and played at a later announced date on the IPFW channel.

We hope this information provides all the details needed for you and your student to have a positive Regional Fair experience at IPFW. Please do not hesitate to contact either of us if you have further questions.

On behalf of the entire IPFW NEIRSEF Committee, congratulations to your student and thank you for participating in the Regional Fair.

Best Regards,

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