



February 1, 2024

Dear Fair Participant and Parent:

Congratulations on your student's advancement to the 69th Northeast Indiana Regional Science and Engineering Fair to be held at Purdue University Fort Wayne (Purdue FW) on **Saturday, February 24, 2024**. We look forward to your participation!

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

1. **Display Locations:**

- **Grades K-5:** Purdue FW Walb International Ballroom
- **Grades 6-12:** Purdue FW Walb Classic Ballroom

Parking: Parents may use Parking Garage 2 (P2). Use the interconnecting walkway to access the appropriate fair location for your student. Signs will be posted. Campus maps can be found at: <http://www.pfw.edu/about/maps-directions/>

2. **Two Options for Display Set-Up:** We strongly encourage students to set up their projects on Friday if possible.

- **Option 1:** Friday, February 23 4:00-5:30 PM
- **Option 2:** Saturday, February 24 7:45-8:30 AM

3. **Table Display Information:** If your student *does not* need a table, please notify Matthew Perkins Coppola by email as soon as possible 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 K-5:** *Two* projects share a 6 foot display table; students may have to make adjustments from their local fair.
- **Grades 6-12:** *Each* project display will have its own 6 foot table. Middle and high school students, 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: <http://www.neirsef.org/parents.html>.

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. 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.
- ***Purdue FW 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 or caregiver.** The signed form provides parental approval for the fair to take pictures of students during their display time or at the award ceremony. This Purdue FW 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.

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:**

- **Grades K-3:** Judges will interview students in ONE round between 9:00 and 11:00 a.m.
- **Grades 4-12:** Judges will interview students in TWO rounds 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 at least **one** visit by a grade (elementary students) or category (middle/high school) judge or judge team. Some projects are interviewed 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 (grades 4-12 only), many students will be released if their grade or category judging is completed. Some 4-12 students will be asked to 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 never released to students.

8. **Parent Waiting Locations:** Parents may sit in the lobby, cafeteria, or lounge areas in Walb Student Union OR the designated seating areas in the International and Classic Ballrooms.
9. **Morning Break:** At approximately 10:30 a.m., there will be a morning break for students in grades 4-12 when students are released to visit the restroom and see parents.
10. **Food:** Students participating in the Fair will receive a coupon to redeem for a healthy snack (water + fruit, granola bar, or fruit gummies) on their way out of the judging area at 10:30 a.m. (4-12) or 11:00 (Grades K-3).
11. **Celebration of STEM:** From 11:00 a.m. to 1:00 p.m., Fair sponsors AQUA Indiana and the Fort Wayne Radio Club as well as faculty & students from the Purdue FW College of Science and College of Engineering, Technology, and Computer Science will have demonstration and information tables set up in the first floor hallway and atrium. Additionally, the Eweek Model Bridge Building Contest will be going on in Neff Hall 101. There is no charge for attending any of these activities. Parents and students are invited.
12. **Award Ceremonies:** There will be an award ceremony to honor students in **grades K-5** at **1:00 PM** in the International Ballroom. All K-3 students will receive a participation ribbon and a superlative award based on their research. All 4-5 students will receive a participation ribbon.

Student researchers in **grades 6-12** will receive awards at a ceremony in the International Ballroom at **5:00pm**. All students will come forward with their Division to receive a participation 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.

We hope this information provides all the details needed for you and your student to have a positive Regional Fair experience at Purdue University Fort Wayne. Please do not hesitate to contact me with further questions.

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

Best Regards,

A handwritten signature in black ink that reads "Matthew Perkins Coppola". The signature is written in a cursive style with a large initial 'M' and 'C'.

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