



Dear Fair Participant and Parent:

Congratulations on advancing to the 56th Northeast Indiana Regional Science and Engineering Fair to be held at Indiana University-Purdue University Fort Wayne (IPFW) on March 19, 2011. We would like to bring your attention to the following items:

1. **Be Aware! Display Rule Violations Will Require Display Alterations:** Projects must meet all Regional Display Rules. If displays do not meet the guidelines, a student or parent will be asked to remove an item or alter the display to comply with the rules. To prevent this from occurring, review the enclosed Display Rules or view them at the Fair website: www.ipfw.edu/scifair/DisplayRules.htm Regional Display Rules are established in compliance with the International Science and Engineering Fair. These rules are also designed to protect ALL student projects from accidents (ex. spilling liquid) and from anyone who might be inclined to explore potentially harmful items on the display. Student projects are unsupervised during the public display time and small, loose items that could be removed from the display and cause choking, spilling, or other accidents are prohibited.
2. **Display Inspections:** When the student arrives to set up their display, there will be several items at their table location: 1) Display Inspection List, 2) Media Consent Form, 3) Participation ribbon, and 4) other items related to their division. The Display List includes directions for parents to review and check off any questionable items in preparation for the volunteer who will inspect your student's display between 4-5:30 PM on Friday or between 7:45-8:30 AM on Saturday. The Inspector will collect the display card and your media consent. For both Friday and Saturday display set-up, the student and the adult with them (for elementary and junior students) **MUST WAIT UNTIL INSPECTION IS COMPLETE BEFORE LEAVING.**
3. **Children at Displays:** Once a student's display has been inspected and approved, they do not have to be at their display until 8:45 AM. It is acceptable for them to read a book, draw, and talk to friends to help pass the time while they are waiting for their judge interview. Children using an electronic communication device are prohibited from sending inappropriate messages to friends. These messages can sometimes be seen by younger children and reported to parents or Fair officials. If a student is detected sending inappropriate messages, their electronic device will be removed and held at the information table.
4. **Judging Procedures:** Judges will circulate among the displays interviewing students and evaluating their projects between 9:00 a.m. and noon. Students remain at their display except when otherwise directed for a break or early release. Parents may sit in the bleachers. Each student is guaranteed a visit by one grade level judge/judge panel. Some students may be visited by multiple judges because their project is in a category which has a special award sponsor. For example, engineering related projects might be visited by one or more engineering organizations that sponsor special awards. The Special Award sponsors select the projects they would like to visit and may re-visit certain projects several times in making a final decision about their award recipient. *It is important that students know that a project visited by one panel of judges is not less important than a project visited by multiple judges. Also a student project visited by multiple judges does not automatically result in an award.* After the morning break, many students will be released if they are no longer needed for judging. Some students will remain longer because their grade level participation is larger and judging must be completed after the break or they are still needed for special award judging. All judges strive to visit student displays in an efficient, yet thorough manner to ensure fair judging. NOTE: Score sheets are not released to students.
5. **Break:** There will be a morning break between 10:30-11:00 a.m. when students will be released in intervals by grade to visit the restroom, speak to their parents, or just get up and stretch. Due to ongoing construction, available restrooms are in the lobby or on the lower level in the locker rooms. To allow time for restroom visits with a parent (elementary grades), there will be a staggered break time. A few grades may be released before the break (possibly Kindergarten) if judging is complete. All students who have completed the judging process by the break time will be released to parents. Procedures for this release will be explained during the Opening Welcome.
6. **Food:** See the Fair website the week of the fair for further information regarding concessions. The fair website www.ipfw.edu/scifair/ includes a link to *Fair Date Details*, adding updates as needed.

On behalf of the entire IPFW NEIRSEF Committee, I would like to thank you for participating in the Regional Fair and wish each of your students the best of luck!

Best Regards,

Carol Dostal
NEIRSEF Director