



Dear Fair Participant and Parent:

Congratulations on advancing to the 57th Northeast Indiana Regional Science and Engineering Fair to be held at Indiana University-Purdue University Fort Wayne (IPFW) on March 17, 2012. We would like to bring your attention to the following items:

1. **Display Set Up** Your student will have one half of a six foot table to display their project. Another student will be seated next to them. If your student is part of a team, there will be chairs for each student. When you arrive to set up their project display, the following items will be 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.**
2. **Display Inspections: Be Aware! Display Rule Violations Will Require Display Alterations** Projects must meet all Regional Display Rules. Please do not assume that your school fair had the same rules as the Regional Fair. Review the rules to make certain your student's display is in compliance so that you are not asked to remove something or alter the display on the day of the Regional Fair. Review the enclosed Display Rules or view them at the Fair website: www.ipfw.edu/scifair/DisplayRules.htm. 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.
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. After judging has begun, 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 circulate among the displays interviewing students and evaluating 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, folding chairs, or outside in the lobby. Each student is guaranteed a visit by a 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. Please inform your student that a project visited by one panel of judges is not less important than a project visited by multiple judges nor does it mean they will not receive an award. Also, a student visited by multiple judges does not automatically result in an award. After the morning break, many students will be released if their judging is completed. **Why do some students return for additional judging after the break?** Some students will remain longer because their grade level has larger participation and judging has not been completed and some students are asked to stay because they are needed for additional special award 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. 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