



Dear Fair Participant and Parent:

Congratulations on advancing to the 59<sup>th</sup> Northeast Indiana Regional Science and Engineering Fair to be held at Indiana University-Purdue University Fort Wayne (IPFW) on March 22, 2014. I would like to bring your attention to the following items:

1. Two Display Set-Up Options: Option 1 is Friday, March 21, 4-5:30 PM or Option 2 is Saturday, March 22, 7:45-8:30 AM. We highly encourage Option 1 as the Saturday set-up is very hectic especially if your student has a problem with their display which must be rectified. At each 8 foot display table, two students will share the space; each will have half of the table. If your student does not need a table for their display, please email me so that we can place them in a location without a table. Team members will have multiple chairs at their display. 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](http://www.ipfw.edu/scifair). All students and adults with elementary/junior division students must remain at the display until it is cleared for judging. Specific directions for display inspection procedures will be given when you arrive.
2. 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 enclosed Regional Display Rules which are also posted at: [www.ipfw.edu/scifair/DisplayRules.htm](http://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 during set-up. Prohibited items may not be at the display during judging. We encourage the use of pictures as an acceptable alternative for any prohibited item to help judges visualize the experiment. Use of a picture rather than the actual object will NOT have a negative impact on judges.
3. 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.
4. 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. Kindergarten displays are always the closest displays to the bleachers. Parents may sit in the field house seating or in the lobby. Each student is guaranteed a visit by a grade (elementary division) or category (junior/senior division) 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 was large and judging was not completed, special award judges may still be on the floor and need to see the student's 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, please stop at the Information Table during judging to retrieve your child's ribbon.
5. Break: There will be a morning break when students are released in intervals to visit the restroom, see parents, stand up and stretch. A few grades may be released before the break if their judging is completed. After the break, students will be released to the parent/adult supervising them as judging is completed. The release procedure will be explained at the fair.
6. Food: See the Fair website the week of the fair for further information regarding concessions. The fair website [www.ipfw.edu/scifair/](http://www.ipfw.edu/scifair/) includes a link to *Fair Date Details*, where updates will be added 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