

Email Update: 2.15.2013

Hello Regional Fair Teachers

You are receiving this email because you have registered as a teacher in the regional area for the NE Indiana Regional Science & Engineering Fair.

This email contains important information about registering your students' projects for the Regional Fair.

Information in this email:

1. Fair Registration Deadline
2. Regional Fair Details: schedule, display rules, etc.
3. Summary of Fair Registration Process by grade level: where to register, what information must be included in the registration, project fee cost, where to mail project fee, for junior/senior division information about post-experimentation paperwork submission.

1. **Fair Registration deadline** : March 8, 2013, 5:00 PM FOR ALL DIVISIONS. You may register students now until that time.

2. **Regional Fair Information**

All information about deadlines, cost, where to mail project fee (see Registration link), what to submit for junior division and senior division paperwork, the junior division approval form (see Forms link) , and the fair schedule (see Fair Date Details link), display guidelines for all divisions and other information can be found on the NE Indiana Regional Fair website: www.ipfw.edu/scifair

Please direct parents to this website for fair information. We will be updating and posting items weekly until the fair. For specific information about the fair look under Fair Date Details. We are still finalizing a few items but we will send to registered teachers: a letter for parents, fair schedule, and the fair display guidelines mailed the week of Feb. 25th.

3. **Summary of the Registration Process**

Registration for the Regional Fair takes place on the Science Education Foundation of Indiana (SEFI) website:
www.sefireg.org

Description of where to send project fee, junior and senior division paperwork, display guidelines for the regional fair is on the NE Indiana Regional Fair website: www.ipfw.edu/scifair

TEACHER REGISTRATION: MAKE SURE YOU ARE REGISTERED IF YOU HAVE NOT DONE SO

SEFI registration site: Teachers must be registered themselves before they gain access to download the student names and projects for those who have advanced from their local fairs. Teachers may register themselves at the same site (SEFI) where you are registering your students.

STUDENT REGISTRATION: SEE BELOW INFORMATION FOR EACH DIVISION/GRADES.

Are my K-5th grade students registered for the regional science fair?

A.) Student name entered by the teacher on the SEFI site (if not already done) www.sefireg.org Click on Registration. Note: Leave TEAM box blank unless you are registering a team. For teams, register the Team Leader FIRST and put YES in the team box.

B.) Teacher goes to Student Listing link. Under Regional Fair, click CHANGE button to register.

Grades K-5 All of the following must be completed by 3/8/13 in order to be properly registered.

1. Student Information (Under the "About Me" link in student account)
 - a. First Name
 - b. Last Name
 - c. Grade
 - d. Email (may be teacher email)
 - e. Address
 - f. City
 - g. State
 - h. Zip
 - i. Date of Birth
 - j. Gender

2. Project Information (Under the "About My Project" link in student account)
 - a. Project Title
 - b. Category (used by special award judges)
 - c. Electricity (if required for display)

Are my Junior Division (middle school, grades 6th-8th) students registered for the regional science fair?

A.) Student name entered by the teacher on the SEFI site (if not already done) www.sefireg.org Click on Registration. Note: Leave TEAM box blank unless you are registering a team. For teams, register the Team Leader FIRST and put YES in the team box.

B.) Teacher goes to Student Listing link. Under Regional Fair, click CHANGE button to register.

Grades 6-8 All of the following must be completed by 3/8/13 in order to be properly registered.

1. Student Information (Under the "About Me" link in student account)
 - a. First Name
 - b. Last Name
 - c. Grade
 - d. Email (may be teacher email)
 - e. Address
 - f. City
 - g. State
 - h. Zip
 - i. Date of Birth
 - j. Gender
2. Project Information (Under the "About My Project" link in student account)
 - a. Project Title
 - b. Category
 - c. Electricity (if required for display)
 - d. Research Question- N/A if submitting paper form
 - e. Hypothesis- N/A if submitting paper form
 - f. Exp. Method- N/A if submitting paper form
 - g. Bibliography – not required but recommended-N/A if submitting paper form
3. Abstract (Under the "Abstract" link in student account)
 - a. Abstract is a short summary of the project.

IF YOU ARE SUBMITTING PAPERWORK IN PAPER FORM PLEASE SEND TO:

*IPFW, Attn: Caryl Spira
Regional Fair Program Assistant
2101 E. Coliseum Blvd, ET 243
Fort Wayne, IN 46805
or fax: 260-481-5734*

Are my Senior Division (high school, grades 9th-12th) students registered for the regional science fair?

A.) Student name entered by the teacher on the SEFI site (if not already done) www.sefireg.org Click on Registration. Note: Leave TEAM box blank unless you are registering a team. For teams, register the Team Leader FIRST and put YES in the team box.

B.) Teacher goes to Student Listing link. Under Regional Fair, click CHANGE button to register.

Grades 9-12 All of the following must be completed by 3/8/13 in order to be properly registered.

1. Project Questionnaire has been completed. (Teachers have privileges to edit this for students)
2. Student Information (Under the "About Me" link in student account)
 - a. First Name
 - b. Last Name
 - c. Grade
 - d. Email (may be teacher email add.)
 - e. Address
 - f. City

- g. State
 - h. Zip
 - i. Date of Birth
 - j. Gender
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- 3. Project Information (Under the "About My Project" link in student account)
 - a. Project Title
 - b. Category
 - c. Electricity (if required for display)
 - d. Research Question
 - e. Hypothesis
 - f. Exp. Method
 - g. Bibliography
 - 4. Required Paperwork
 - a. Students must have completed all of the listed required paperwork listed.
This may be done by using the online system or by downloading and manually completing the forms from the provided link.
 - b. A single file adobe pdf of the full set of required paperwork (Including the research plan) has been uploaded using the "Upload Your Forms" section of the student account. Instructions are on the teacher login as a link "Upload Instructions"
 - 5. Abstract (Under the "Abstract" link in student account)

Please contact either of us if you have other questions or concerns and good luck with your local fairs!

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