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April 1, 2008

Dear **2008 CSEF GRAND AWARDS JUDGE:**

Thank you for volunteering your valuable time to judge at the 53<sup>rd</sup> Annual Colorado Science and Engineering Fair. The Fair could not be a success without your generous help.

Judging for the Colorado Science and Engineering Fair (CSEF) will be on **Thursday, April 10<sup>th</sup>**, at Colorado State University in Fort Collins. **JUDGES' CHECK-IN** will start at **9:30 a.m.** in the **Cherokee Park Room of Lory Student Center**. If you are a **TEAM CAPTAIN** or **NEW JUDGE**, you will need to be at CSU, parked and checked in **BEFORE 10:00 a.m.** All other judges should be checked in no later than 10:45 a.m.

A Grand Award Judges **TEAM CAPTAINS' BRIEFING** will be held at **10:15 a.m.** and a Grand Awards **JUDGES' BRIEFING** will be held for everyone at **11:00 a.m.** I hope to also have a **NEW JUDGES' BRIEFING** at **10:15 a.m.** – confirmation by email will follow. Please plan on attending. Lunch will follow the briefing giving your judging team time to plan your strategy. You will automatically be registered for the complimentary Judges' Luncheon.

The enclosed **Grand Awards Judging Guide** is intended to provide the schedule and "helpful hints" to make your job a bit easier. Also enclosed in this packet are **(1) Junior and Senior Division Judging Team Lists (PRELIMINARY), (2) Judges' Carpool List, (3) CSU Parking Guide and Maps, and (4) Abstract Review Web Access Instructions.**

**PLEASE TAKE TIME TO REVIEW THE ENCLOSED INFORMATION BEFORE THE FAIR.**

**\*\*\*\*\* PARKING AT CSU \*\*\*\*\***

Starting in 2003, CSU became stricter with special events parking permits and started charging for them but cannot guarantee a parking space. In attempt to take the hassle out of parking on campus, we have arranged for a free **SHUTTLE SERVICE** from the off-campus **CSU EQUINE CENTER** parking lot to the drop-off point at the north end of Lory Student Center. Shuttle Service will be operating from 7 a.m. through 6 p.m. Please read the enclosed Parking Guide thoroughly prior to Fair.

**PLEASE ALLOW 30 MINUTES FROM THE TIME YOU PARK IN THE SHUTTLE LOT TO WHEN YOU ARRIVE AT THE CHEROKEE PARK ROOM IN LORY STUDENT CENTER. FOR ALL JUDGES PLAN ON ARRIVING AT THE SHUTTLE LOT NO LATER THAN 10 A.M. SHUTTLES WILL BE LEAVING APPROXIMATELY EVERY 20 MINUTES FROM THE CSU EQUINE CENTER.**

**TEAM CAPTAINS PLEASE USE THE ENCLOSED PARKING PERMIT FOR ON-CAMPUS PARKING SINCE YOU MUST STAY UNTIL 8:30 P.M. FOR THE ALL FAIR JUDGING. THE SHUTTLE DOES NOT RUN AFTER 6 P.M.** Please note that if you are a Team Captain and a CSU employee or student who has a campus mailing address, you did not receive an on-campus parking permit since you cannot use it with your regular campus permit.

If you are not a Team Captain but want or need to park on-campus, you may buy your own Parking Permit at \$2.00 at Parking Services in Green Hall. As with most college campuses, parking is limited. If you want to park on campus, the later you arrive, the further away from the Lory Student Center you will likely have to park! Even if you did not previously indicate a desire to carpool, please feel free to utilize the enclosed list to arrange for a carpool to Ft. Collins.

**>>>>>OVER FOR MORE INFO >>>>>**

\*\*\*\* TEAM PROJECT JUDGING \*\*\*\*

A reminder that **ALL JUDGES on the Category Judging Teams will be reviewing project displays & interviewing students for BOTH the Individual and Team Projects.** AFTER judges review the projects in your category, each Category Judging Team (with Team projects) will need to select 0, 1 or 2 Team Projects by 3:30 p.m. to be nominated for award consideration. One person from each Category Judging Team that has team projects will be asked to serve as the Team Project Judging Representative. **Each team selects the Team Judging Rep based on who can best represent the subject area of the nominated project.**

**At 3:30 p.m., ONLY the Team Judging Reps from each category that nominated a team will form the TEAM PROJECTS JUDGING TEAM** to select the 1st, 2nd & 3rd place & Honorable Mention Best Team Project awards for each Division. The goal is to have Team Awards selected by the **same 5:30 p.m. deadline** that we have for the Individual projects, so that the Team Reps will not need to stay later. Please refer to the Judging Guide for details of the process to be used.

\*\*\*\*BEST OF FAIR/ALL-FAIR JUDGING\*\*\*\*

The **ALL-FAIR Judging Team consisting of the Team Captains**, will be looking at only the 1st Place INDIVIDUAL project from each of the categories to choose the Best Individual 1st, 2nd & 3rd place projects in each Division. As in the Past, All-Fair Judging starts at 5:45 p.m. and should be completed by 8:30 p.m. Dinner will be provided for the All-Fair judges.

\*\*\*\* CHECKLIST FOR WHAT YOU NEED ON APRIL 10<sup>th</sup> \*\*\*\*

- \* BRING the **Judging & Parking Guides**
- \* BRING a **Clipboard** to hold your judging scoresheets
- \* BRING **Pens/pencils**, although we will have a supply available
- \* **Judging Scoresheets** will be provided at Judges' Check-In
- \* **Pre-Printed Labels with the Student's Name, Project Number & Title** will be provided to you at Judges' Check-In to affix to the scoresheets. (Captains please do not create your own scoresheets!)
- \* **SUGGESTED ATTIRE** is **Business Casual** and **Comfortable Shoes**.

Please note the detailed schedule for the day and other pertinent information on the "**Schedule and General Information**" section of the Judging Guide.

The Students' **PROJECT ABSTRACTS** are available on-line at the Judges page of the CSEF website for review by the judges prior to the fair at <http://www.csef.colostate.edu/Judges.htm>. The direct link is [http://www.csef.colostate.edu/Abstract\\_Database\\_Access.htm](http://www.csef.colostate.edu/Abstract_Database_Access.htm). Please see the enclosed "**Abstract Review Web Access Instructions**". On the web page noted above under **Quick Links for Judges**, just click on "**Read Finalist's abstracts by searching the CSEF Abstract Database**", select your assigned Category & Division (from Judging Team List) and Click on the "Check" button. You can review on-line or copy, cut & paste into a Word document to print a hardcopy.

Please refer to the enclosed "**Judging Team Lists**" for your judging assignment. Some of you will find I assigned you to your second or third category choice and you may not have been assigned your Division preference. **If you have a major problem with your assignment, please call or email me ASAP so we can resolve.** The enclosed Judging Team Lists are "**Preliminary**". I may be rearranging people on the teams to accommodate a better judge:student ratio and/or assure adequate expertise on a particular team.

**IF FOR SOME REASON YOU ARE NOT ABLE TO ATTEND or NOT ABLE TO FULFILL THE DUTIES OF JUDGE and/or CAPTAIN, PLEASE NOTIFY ME AS SOON AS POSSIBLE.**

If you find that you cannot attend, please try to find a person who is willing to substitute for you. Please have them send me an email and go on-line to <http://www.csef.colostate.edu/Judges.htm> and sign-up on-line. The direct link to the **New Judges** form is [http://www.csef.colostate.edu/Judges\\_Information\\_Form.htm](http://www.csef.colostate.edu/Judges_Information_Form.htm). If you have additional questions, please contact me at the e-mail address, or leave a message on Voice-mail at either phone number listed above.

Sincerely,

Gina L. Holland, Grand Awards Judging Coordinator