

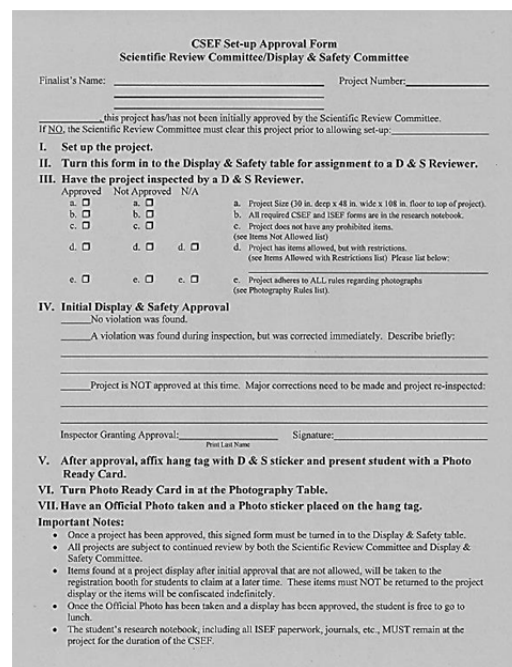
Important Finalist Information – PLEASE READ!!

Updates to this information can be found on the CSEF web site: www.csef.colostate.edu/Students and will be posted through Facebook and Twitter.

Thursday, April 5, 2018

On **Thursday, April 5, 2018**, activities include setting up projects, display & safety inspections, official photos, and judging interviews by Grand Award and Special Award Judges.

- 1. Scientific Review Committee Interviews.** Check the lists posted on the bulletin boards outside of the registration areas in the Lory Student Center (LSC) to determine if you must see the SRC before setting up your project. We hope to let you know prior to arriving if you need to see the SRC, but this is not always possible.
- 2. Registration Packets.** Students should report to the designated area outside the Main Ballroom to pick up their registration packets and CSEF t-shirt. Registration packets will not be given out if the student has an SRC or payment hold. **Registration payments are due to CSEF by April 1st (either via check or school purchase order)!**
- 3. Pre-ordered Tickets for Friday's Tours and Presentations.** Pre-registration for the tours will begin on March 12th on the CSEF website. A tentative list of tours and presentations can be found on page 18 of this booklet. We strongly encourage all students to pre-register for tours due to a limited number of spots, however there will be options to sign up on the day of the CSEF.
- 4. Display Set-up.** Junior and Senior Division Projects will be in the Main Ballroom on the third floor of the LSC. **All projects must be in place by 11:00 a.m.**
- 5. Display & Safety Inspections.** When you have completed your display set-up, report to the Display & Safety station with the blue Setup Approval Form (see Figure 1) for assignment to a Display & Safety Inspector. Finalists must return to their projects and remain there until the Display & Safety Inspector has checked the project for compliance with CSEF Display & Safety Rules (see page 14 for details).
- 6. Official Photos.** Once the project has been cleared by a Display & Safety Inspector, they will place a sticker on the hang tag and you will receive a yellow Photo-Ready Card that you will need to take to the Photography Station to be assigned a photographer. Return to your project and wait for an official photographer to take your picture and place another sticker on your hang tag. **Only after both stickers have been placed on your project hang tag are you free to go to lunch.**
- 7. Name Tags.** Be sure to wear your name tag at all times during the CSEF, especially during judging, during the Awards Ceremony, while on tours, and during the public viewing on Saturday.



The image shows a 'CSEF Set-up Approval Form' from the Scientific Review Committee/Display & Safety Committee. It includes fields for Finalist's Name and Project Number, a section for project approval status, and a list of rules for project setup. The rules include: I. Set up the project; II. Turn this form in to the Display & Safety table for assignment to a D & S Reviewer; III. Have the project inspected by a D & S Reviewer; IV. Initial Display & Safety Approval; V. After approval, affix hang tag with D & S sticker and present student with a Photo Ready Card; VI. Turn Photo Ready Card in at the Photography Table; VII. Have an Official Photo taken and a Photo sticker placed on the hang tag. There are also 'Important Notes' at the bottom.

Figure 1

Important Finalist Information – PLEASE READ!!

Thursday, April 5, 2018 (cont.)

8. **Judging.** You **must** be at your project from 1:30 p.m. – 5:00 p.m. for judging interviews on Thursday.

- a. **Grand Award Judging.** All finalists should be interviewed by at least three Grand Award Judges (red-ribboned name tags – Figure 2) by 3:30 p.m. During this first round of interviews, judges have been instructed to place stickers on the project hang tag of each student they interview, but they sometimes forget, so you may politely remind them if necessary. If you feel that you have not been judged by the required number of **Grand Award Judges** by 3:30 p.m., please report this to a CSEF Volunteer stationed at the door to the exhibit hall. *Informing us of a problem on Friday would be too late for us to do anything about it.*

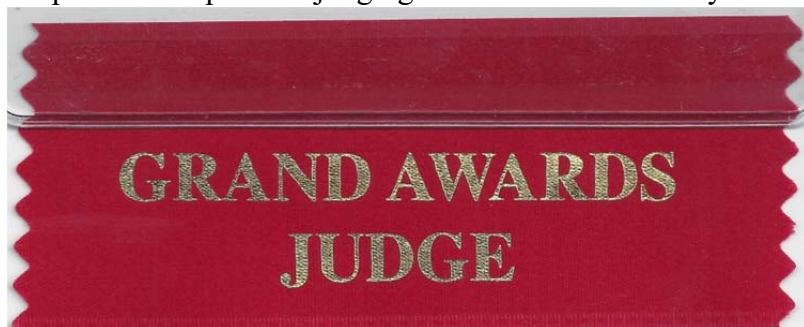


Figure 2



Figure 3

- b. **Special Award Judging.** Various organizations, universities and companies have sent representatives to act as Special Award Judges (yellow-ribboned name tags – Figure 3) and select projects to receive awards based on criteria relevant to that organization. This means that you will more than likely **not** be interviewed by the same number of Special Award Judges as your neighbor.

c. **Business Cards and Abstracts.** It is not appropriate or allowable for finalists to hand out business cards or abstracts to judges during the judging session. Please note that judges have access to your electronically submitted abstract via the CSEF website.

- d. **Student Advocates.** There will be several individuals roaming the exhibit hall checking in with all of the students. They are there to assist you should you need help or are concerned about an interaction with a judge.

9. **Post-Judging.** Students will be released by a CSEF official once we have word from the Grand Awards and the Special Awards Coordinators that the judges are through with interviews.

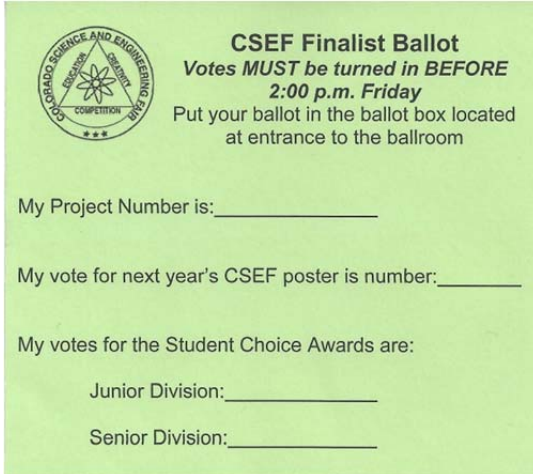
- a. **Display & Safety Inspections.** The Display & Safety Team will be re-inspecting all projects Thursday evening after judging and may find items that were missed during the initial inspection that should not be present during public viewing times. A note will be left at your project giving you directions on where to pick up any confiscated items.
- b. **Research Notebooks.** **DO NOT** remove your research notebook from your display for any reason when leaving after judging. The Scientific Review Committee will be conducting final reviews of forms (especially in the Senior Division for those continuing on to the Intel ISEF) and signing the Approval Form 1B.
- c. **Equipment.** Any sensitive equipment you may have used during judging should **NOT** be left at projects on Friday during the public viewing time. You should take this equipment with you when you leave after judging on Thursday. You can bring it back on Saturday if you want to utilize the equipment when you are talking with visitors.

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Friday, April 6, 2018

On **Friday, April 6, 2018** activities include a guest key note speaker, a series of tours and scientific presentations for the finalists, their sponsors, and families, the awards ceremony and public viewing.

1. **Tours.** For those taking tours of various CSU labs or attending presentations by local scientists – tour guides will be available to lead groups from the LSC to the tour location. Tours will leave the LSC at the time indicated on the tour ticket – DON'T BE LATE!!
2. **Guest Speaker.** This year's Guest Speaker is still being determined. The presentation will be from 9 a.m. to 10 a.m. in the CSU Theater at the Lory Student Center.
3. **Student Choice and Poster Art Awards.** You are encouraged to vote for your favorite Junior and Senior Division project and favorite poster art submission (located on the tack board in the foyer outside Main Ballroom) for next year's publicity. Ballots can be found in your registration packet and are due to the registration booth by 2 p.m. on Friday.
4. **Awards Ceremony.** The Awards Ceremony will be held at the Timberline Church in Fort Collins and will begin promptly at **6:00 p.m.** Due to the vast number of awards given out at this year's CSEF (over 500 individual awards), the ceremony may take up to 2 ½ hours, so please plan accordingly. Official ceremony photos will be taken of the winners, so please dress nicely for this event. If you can't attend the ceremony, you may pick up your award from the registration booth Saturday morning, otherwise, they will be mailed to you.



The image shows a green ballot form for the CSEF Finalist Ballot. It features the CSEF logo on the left, which is a circular emblem with 'COLORADO SCIENCE AND ENGINEERING' around the top, 'SCIENCE' on the left, 'ENGINEERING' on the right, and 'COMPETITION' at the bottom. In the center of the logo is a stylized flower or star shape. To the right of the logo, the text reads: 'CSEF Finalist Ballot', 'Votes MUST be turned in BEFORE 2:00 p.m. Friday', and 'Put your ballot in the ballot box located at entrance to the ballroom'. Below this text are three lines for filling out information: 'My Project Number is: _____', 'My vote for next year's CSEF poster is number: _____', and 'My votes for the Student Choice Awards are:'. Under the last line, there are two sub-entries: 'Junior Division: _____' and 'Senior Division: _____'.

Saturday, April 7, 2018

On **Saturday, April 7, 2018** activities include public viewing, door prize drawings, lunch, advisory council meeting and board of directors meeting.

1. **Public Viewing.** You must be at your project from 9:00 a.m. to 11:00 a.m. while the CSEF is open to the public and the media.
2. **Pizza Party!** The pizza party will be served in the Main Ballroom. We will serve pizza and beverages at NO CHARGE to Finalists, sponsors, and families while supplies last.
3. **Door Prizes.** You should receive a door prize ticket, placed in the back of your name tag holder. These will be collected on Saturday morning ONLY, so do not lose it! **Finalists must be present to win any of the prizes!** Door prize announcements will be made in the Main Ballroom during the party.
4. **Meetings.** There will be an Advisory Council Meeting to discuss how things went during the CSEF starting at 9:00 a.m. in Room 322. A Board of Directors meeting will begin at 12:00 noon, also in Room 322 to discuss board business and to wrap up the CSEF season. Both are open to the public and comments and suggestions are welcome.
5. **CSEF Surveys.** On-line surveys will be available during and after the CSEF to collect constructive comments and feedback from both student Finalists and adults. Use the flier in your registration packet to gain access to the different surveys.