March 10, 2015

Dear 2015 CSEF Grand Awards Judge:

Thank you so much for volunteering your valuable time to judge at the 60th Annual Colorado Science and Engineering Fair (CSEF). CSEF would not be a success without your generous donation of time and effort!

Judging for CSEF will be on Thursday, April 9th, at Colorado State University in Fort Collins at the Lory Student Center (LSC) Theater. Judges are required to check-in from 9:00 a.m. to 10:00 a.m. at the LSC Theater. If you are a Team Captain, or Assistant Captain you are required to check-in before 9:15 a.m. All judges need to be checked in by 10:00.

The Category Team Captains/Assistant Captains’ Briefing will be held at 9:15 a.m. in the Senate Chamber of the LSC and an All Grand Awards Judges’ Briefing will be held in the LSC Theater for everyone starting at 10:00 a.m. All Grand Awards Judges are required to attend this meeting. Lunch will follow the briefing, which will give your team time to plan a judging strategy. You will automatically be registered for the complimentary Judges’ Luncheon.

Your attendance, whether as a Captain, Assistant Captain, or Judge is critical to the success of the CSEF. Please do everything possible to attend the fair as your team members and the students are counting on you. However, if for any reason you are unable to fulfill the duties of Judge and/or Team Captain or Assistant Captain, please notify me immediately. Please try to find an applicable person who is willing to serve as your replacement and judge at the CSEF, please have them send me an email and go online to our website and register as a “New Judge.”

For those of you who requested a hardcopy or wanted to be included in the carpool list when you registered, you will be mailed the following information:
- Grand Awards Judging Schedule,
- CSEF 3-Day Schedule,
- Judges’ Carpool List (this is NOT included on the website to protect personal information),
- Preliminary Jr/Sr Division Category Judging Team Assignments (Final Team Assignments will be at the Judges’ Check-In),
- Grand Awards Guidelines/Criteria, and
- CSEF Grand Awards Judges Parking Instruction and Maps.

Additionally, all Category Team Captains/Assistant Captains will receive a copy of the 2015 Grand Awards Judging Guide and Intel ISEF/CSEF forms to provide all of you with an opportunity to go over these materials before the fair. I will also be sending parking permits with your packet.

In an effort to reduce the CSEF’s mailing expenses, the following additional information is available as Adobe PDF files on the CSEF website for you to review and/or download and print:
- Grand Awards Judging Guide (includes information on the judging process, CSEF Grand Awards Policy, Evaluation Criteria, Rating Card and any updates or changes that have been made since the previous CSEF),
- Preliminary Junior/Senior Division Judging Team Assignments (final received at Grand Awards Judge Check-In),
- Grand Awards Judging Schedule,
- Intel ISEF/CSEF Forms required for competition along with a short explanation,
- Category Descriptions,
- Finalist Abstract Review Instructions,
- Grand Awards Guidelines/Criteria,
- CSEF Grand Awards Policy,
- CSEF 3-day schedule, and
- CSEF Grand Awards Judges Parking Instruction and Maps.

To access these documents, please go to http://www.csef.colostate.edu/Judges.htm, scroll down to the yellow box entitled “Essential Document Downloads and Links” where all the pertinent documents are located.

Parking at CSU
In an 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 Lory Student Center. Shuttle service will be operating from 7:00 a.m. through 6:30 p.m.
Please read the 2015 CSEF Grand Awards Judges Parking Instructions and Maps thoroughly before the fair.

Grand Awards Judges’ Welcome Letter (Rev. 3/25/15)
Please allow 30+ minutes from the time you park in the shuttle lot to when you arrive at the Lory Student Center, Fort Collins. For all judges, please plan on arriving at the shuttle lot no later than 9:15 a.m. Shuttles will be leaving approximately every 20 minutes from the CSU Equine Center.

**Team Captains’ Parking - DO NOT use the Shuttle Service** Campus permits will be offered to non-CSU faculty or students serving as a Grand Awards Judging Team Captain, you have been provided a one-time campus parking permit since you will need to stay until 8:30 p.m. We suggest you use the Library and Theater Parking, as you will be arriving earlier than everyone else. **Assistant Captains** are able to use the shuttle if you can plan to arrive at the Equine Center by no later than 8:15 to give yourselves enough time to get over to the Lory Student Center Theater. Parking and Transportation have a very useful parking map at [http://parking.colostate.edu/maps/mapside.pdf](http://parking.colostate.edu/maps/mapside.pdf).

**Judging Team Assignments**
Please refer to the enclosed “Preliminary Category Judging Team Assignments” for your judging assignment. (Those of you who are downloading online documents, the Preliminary list will be posted in the yellow box on the website on the Grand Awards Judging Info page.) Some of you will find that I have assigned you to your 2nd or 3rd category choice, and you may not have been assigned your division preference. Please call or email me immediately if you have a major issue with your assignment so that I can resolve your concern quickly. The enclosed team lists are preliminary, because I may be arranging people on the teams to accommodate a better judge/student ratio, and/or to assure adequate expertise on a particular team, and to accommodate judge cancellations. Also, the number of projects for each category is still fluctuating since projects may be in the process of being moved to another category.

**Pre-Fair Project Abstract Review**
The students’ project abstracts are available online at the CSEF website on the above-mentioned “Judge Information” page for review by all judges prior to the fair. Scroll down to the yellow box entitled “Essential Document Downloads and Links” and you will find the “Abstract Database.” Click on this link, select the category and division you have been assigned, and then click the “Display” button at the bottom of the page. This will display abstracts for your category and division. You can review them online, print directly, or copy and paste into a Word document to save and print for later. We suggest that you do this before the day or night prior to the fair as the system tends to get overloaded at that time. A hardcopy set of abstracts will be available for each judging team at the fair.

**Judges’ Checklist for CSEF, Thursday, April 9th**
- Bring the Judging Guide and Parking Instructions and Maps;
- Bring a clipboard to hold your judging score sheets (we only have a few clip boards);
- Bring pens/pencils (we will have some available);
- **All Grand Awards Judges** must plan on being at the CSEF until at least 5:30 p.m., unless you are a Captain and All-Fair judging will not be completed until 8:30 p.m. It is critical that all judges are available for judging and the whole day in order to make the category award selection as fair as possible for the students. Also bringing children to the Grand Awards Judging is not an option as we do not have childcare available and it is not an appropriate environment for children;
- Judging Rating Cards are provided by CSEF at Judges’ Check-In,
- Pre-printed labels with the student’s name, project number, and title will be provided by me at the Captains’ Briefing for all judging teams to affix to the scoring form, and
- Suggested attire for CSEF is business casual and comfortable shoes.

**Best-of-Fair/All-Fair and Projects Judging**
The All-Fair Judging Team consisting of the Team Captains from each division and category will be looking at only the 1st place project from each of the categories to choose 1st, 2nd, and 3rd place All-Fair for Junior Division and an additional 4th place for Senior Division. As in the past, All-Fair Judging starts at 5:45 p.m. and will not be completed until 8:30 p.m. Pizza will be provided for All-Fair Judges.

Again, thank you so much for volunteering and I look forward to seeing everyone and supporting all the Finalists on their journey to creating a better future for themselves and for us! If you have any further questions, please feel free to contact me by email or phone.

Nancy Glissmann
Grand Awards Judging Coordinator, Colorado Science and Engineering Fair
GrandAwardsCSEF@gmail.com, 303.817.4271 (cell) 303.413.8505 (home)
3835 Birchwood Drive, Boulder, CO 80304-1428

cc: Courtney Butler, Director, Colorado State Science and Engineering Fair

Grand Awards Judges’ Welcome Letter (Rev. 3/25/15)