

2019 State Science & Engineering Fair
Earle Brown Heritage Center
Brooklyn Center, MN
March 30 – 31, 2019



Information Packet
Everything You Need to Know!

Minnesota State Science & Engineering Fair

Congratulations! Your hard work has paid off and you will be attending State Science & Engineering Fair! This document will tell you everything you need to know before you compete. Below is a list of all the sections covered:

- **Important Things to Note (MUST READ)**
 - Date and Location
 - Arrival Information
 - Important Notes for 2019
- **Getting Registered for State:**
 - Regional Registration Deadlines
 - State Registration Instructions and Tips
 - Contacts for State Registration
- **State Science Fair Schedule**
- **Scientific Review Committee (SRC)**
 - State SRC process
 - Important Notes
- **Display & Safety (D&S)**
 - State D&S Process
 - Tips for State D&S
 - D&S Checklist
- **Hotel Accommodations**
 - Hotel Names and Locations
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Other Information like food options, what to bring, etc can be found on the MAS website here:

<http://www.mnmas.org/state-science-engineering-fair/2019-event-details>

Important Things to Note

Date and Location:

2019 State Science Fair will be held at Earle Brown Heritage Center (6155 Earle Brown Dr, Brooklyn Center, MN 55430) on March 30th & 31st, 2019

Arrival Information:

- Parking - There is plenty of parking all around Earle Brown Heritage Center. MSSEF participants, volunteers, parents, teachers, etc are welcome to park in any of the EBHC lots free of charge.
- Entrance - Upon arrival for check-in all participants will go through entrance #1 (this is a circular entry way on the southern end of EBHC)
- Where to go - Once you walk through entrance #1 you will be in the Carriage Hall pre-function space where you will follow signs/instructions to go through to the Carriage Hall entrance to set-up your projects. high school project check-in/setup will be at a different time with different instructions than middle school project check-in/setup (see next section).

Important Notes for 2019:

This year high school and middle school projects will be judged on separate days please reference the notes below and the section containing the MSSEF schedule so that you can note changes for your grade level.

- **High School** project check-in, set-up, D&S, & judging -
 - check-in & setup will be at 7am on March 30th. Once HS projects come through the main entrance they will be given a program where they will find their project numbers (You will also be able to find project numbers ahead of time at the MAS website). They will then find their project space where their name badge will be and they will then begin set-up and the display & safety process.
 - Display & Safety will be over by 10am by which time all D&S must be resolved
 - HS projects will need to be back at projects for judging at 11am
- **Middle School** project check-in, set-up, D&S, & judging -
 - check-in & setup will be at 6pm on March 30th. Once MS projects come through the main entrance they will go to a row of check-in tables where they will be

given their name badge and a program both of which will indicate project number (You will also be able to find project numbers ahead of time at the MAS website). They will then find their project space where their name badge will be and they will then begin set-up and the display & safety process.

- Display & Safety will be over by 9pm by which time all D&S must be resolved
 - MS projects will need to be at projects the next day March 31st at 9:30am for judging
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- Check-in & Setup will need to go very quickly so that you may have time to get your project cleared by D&S so please arrive on time and have a plan.
 - Display and Safety will be limited to a small frame of time so please review the D&S document in this packet and make sure your project will not receive any violations (Pro tip: set-up your project the night before, print and complete the student column on the D&S checklist and arrive with this on hand).
 - High school projects will be judged the same day they check-in. Please get plenty of rest the day before the event so that you can be prepared for the long day you will have.

Getting Registered for State

Regional Registration Deadlines:

Your region determines your deadline for registration to State Science Fair please find your region's deadline on the table below:

REGION	MSSEF REGISTRATION DEADLINE
Northern MN	3/4/2019
Northeast MN	2/22/2019
Western MN	2/22/2019
Central MN	3/8/2019
Southern MN	3/1/2019
Southeast MN	3/4/2019
Rochester MN	3/1/2019
Twin Cities MN	3/12/2019

You must be registered by your region's state registration deadline or you may not be allowed to register and compete in State Science Fair.

State Registration Instructions and Tips:

- **Before you Begin the Registration Process**
 - Please have parent present for waiver agreements and for insurance/medical information that will be needed
 - Have the abstract ready for copying into the registration box (abstracts must not exceed 250 words).
 - If registering as a team: all team member(s) **MUST HAVE THE SAME TITLES, ABSTRACTS, CATEGORY, ETC** so coordinate that information **BEFORE** you begin the process
 - Know the name and contact information for the person/party responsible for your registration payment.

- If you have been selected to attend State Science Fair and cannot attend please let your regional director know asap so that another project will have the chance to be promoted to state.

- **Things to Remember During Registration**

- You can't save it and go back in so finish it all at once. It should only take 10-15 minutes if you have all your information.
- If you are a parent registering a student, remember that all the info in the registration, except for where it says PARENT/GUARDIAN, is about the student. A parent email address can be used to create a student account but the account itself must be in the student's name.
- Use all proper capitalization when creating an account and entering information
- If student/parent is paying for registration by credit card, use the "Pay by Credit/Debit Card". If student/parent is paying by check, choose the "Send me an Invoice" option and mail/send in the check to the MAS office.

- **Other Important Notes**

- ALL STUDENTS registering for SSEF will select the "Participants - 2019 State Science & Engineering Fair" option which will bring them to the following list:



- ALL COMPETITORS must register as a middle school or high school presenter.
- ELECTRICITY FEE - If your project will requires electricity you must complete the registration for "project electricity fee" (reference image above) after you register as a presenter.
- TEAM REGISTRATIONS - If you advance as part of a team, all members of your team must register and pay, even if not all the team members will be attending the state competition (see non-attending option on image above).
- CONFIRMATION - Please contact the director or assistant director if you do not receive a confirmation email. You will receive two emails confirming your registration **1)**will be an order confirmation (this is will be generated whether you pay or not) **2)**Another email thanking you for your registration
- PAYMENT for registration must be received by March 18th, 2019.

Contacts for State Registration:

If you have any issues with registering for State Science Fair please contact Assistant director Ally Milenkovic at allymilenkovic@mnmas.org or at (651) 964-0378.

State Science Fair Schedule

*note: HS = high school, MS = middle school

Saturday, March 30th, 2019		
TIME	ACTIVITY	LOCATION
7:00 am	HS Check-In	Pre-Function Space
7:00 - 10:00 am	HS Display & Safety Set-Up	Carriage Hall A
10:00 - 11:00 am	HS Project Pre-Judging	
11:00 am - 3:30 pm	HS Presentation to Judges	Carriage Hall A
3:30 - 4:30 pm	HS Public Viewing	
4:30 - 5:30 pm	HS Project Take-Down	
6:00 pm	MS Check-In	Pre-Function Space
6:00 pm - 9:00 pm	MS Display & Safety Set-Up	Carriage Hall A
9:00 am - 7:00 pm	Hang-Out Room Open	Embassy Suites Ballroom
1:30 pm - 2:30 pm	Workshop A	
2:30 pm - 3:30 pm	Workshop B	
<i>*Participants are responsible for their own meals (breakfast is included in hotel room rate)*</i>		

Sunday, March 31st, 2019		
TIME	ACTIVITY	LOCATION
9:00 - 9:30 am	MS Project Pre-Judging	
9:30 am - 1:30 pm	MS Presentation to Judges	Carriage Hall A
1:30 - 2:30 pm	MS Public Viewing	
2:30 - 3:30 pm	MS Project Take-Down	
4:30 - 5:30 pm	Keynote Speaker	TBD
7:00 - 10:00 pm	Awards Ceremony	Carriage Hall A
9:00 am - 2:30 pm	Hang-Out Room Open	Embassy Suites Ballroom
10:00 - 11:00 am	Workshop A	
11:00 am - 12:00 pm	Workshop B	
12:00 - 1:00 pm	Workshop C	
<i>*Participants are responsible for their own meals (breakfast is included in hotel room rate)*</i>		

This schedule is somewhat tentative. Please refer to the schedule printed in your program when at event.

Scientific Review Committee (SRC)

State SRC Process:

All competitors will need to be approved by the State Science Fair SRC. You all should have been through a similar process in order to compete in your regional science fair. The state SRC process is outlined below

1. Your Regional Director will send us the SRC paperwork for every project that has been chosen to advance to State Science Fair.
2. A State level scientific review committee will review each project and determine if they have met the requirement put forth by ISEF.
3. You will be notified by your regional director if your project fails and you will know why it fails. When you receive this information you must make the necessary corrections, send those corrections to your regional director, who will then submit those corrections to state SRC.
4. If you are not notified about your project's SRC status it is most likely because you have passed state SRC. You may inquire with your regional director about the status of your project.
5. ALL PROJECTS must pass State SRC in before State Science Fair in order to compete.

Important Notes:

- MAKE A COPY - Please make sure that you have a copy of the SRC paperwork you turn in to your regional fair.
- COPY OF CORRECTIONS - If you fail State SRC and are required to make corrections to paperwork make sure you have a copy of your corrected paperwork and that you bring this with you to State Science Fair
- SRC PAPERWORK AT STATE - Please bring a copy of your SRC paperwork with you to State Science Fair as you will not have the time or opportunity to find and make copies of this paperwork during State set-up and Display & Safety.

Display & Safety (D&S)

State D&S Process:

1. You will arrive and set-up your board/display
2. You will go through the D&S Checklist and check off each element on the "Student" column of the checklist (*you can do this the night before by printing the checklist in this section and checking for each item and have it with you when you come to set-up*)
3. Once you have checked off the "Student" column you will then go to the D&S table and request that a D&S person come to review your project
4. If there are any violations, students will need to work with D&S person to fix the violations.
5. If there are no violations Display and Safety Inspectors will approve your board.
6. Once your board is approved you can relax until project judging for your grade level begins.

Tips for State D&S:

- Do not leave your board until it is approved by a D&S person
- Make sure you have copies of your Abstract and SRC paperwork: Form 1C and/or Form 7 vertically displayed (if applicable). Forms required to be present but not displayed (if applicable): Form 1, Form 1A, Form 1B.
- Ahead of time you should make sure you have at least viewed the D&S checklist and that your project and display meets requirements.
- Note that the display and safety checklists states that you cannot have food or liquid at your display, BUT you are allowed to bring a drink and dry snack for yourself the day of judging as long as it is stored UNDERNEATH your display table.
- Measure your project to make sure it meets requirements (Max.30" Deep, 48" Wide, 108" High from floor).

D&S Checklist:

Below you can find a copy of the D&S checklist which is also available on the MAS website.

2019 Display and Safety Checklist



Student: _____

Team Member Name: _____

Project Number: _____ Project Title: _____

Students

Students: When your project is fully setup, check your own project according to the checklist. If you find that any part of your project does not comply with the check list, please fix it as much as you can. Next, turn in this form at the Display & Safety table and return to your display. A Display & Safety Inspector will come to look at your display, complete the inspection with you and help fix any issues. Please do not leave your project until you have been checked by a Display & Safety Inspector!

D&S mark left column, Students check mark every item.

- | D & S | Student |
|-------|--|
| _____ | _____ Meets size requirements – 30” deep, 48” wide, 108” from floor. Not leaning on wall. |
| _____ | _____ Abstract vertically displayed; Form 1C and/or Form 7 vertically displayed (if applicable). Forms required to be present but not displayed (if applicable): Form 1, Form 1A, Form 1B. |
| _____ | _____ All photographs, images, diagrams, Internet images, & graphs must be credited. Example posting sign: “All photographs & graphs are by student.” “Internet image is found at www.samplewebsite.com” Ask a Display & Safety Inspector if you need a sticker (or stickers) to add credits (citations) to your display. Images of people must be accompanied by a consent form signed by the photographed individual and their guardian if under 18. |

Not allowed at Project or Booth

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|-------|--|
| _____ | _____ Awards, business cards, flags, patents, logos, endorsements, acknowledgements or give-away items (pens, key chains, candy, etc.). Flash drives & DVDs are allowed, only if they are integral to project. |
| _____ | _____ Postal addresses, World Wide Web, e-mail and/or social media addresses, QR codes, telephone and/or fax numbers of student. |
| _____ | _____ Active Internet or e-mail connections as part of displaying or operating the project. |
| _____ | _____ Any part of previous years’ work, except previous lab notebooks if labeled accordingly. |
| _____ | _____ Living organisms, including plants. |
| _____ | _____ Soil, sand, rock, and/or waste samples, even if permanently encased in a slab of acrylic. |
| _____ | _____ Taxidermy specimens or parts; preserved vertebrate or invertebrate animals; human/animal parts or body fluids. |
| _____ | _____ Human or animal food or beverage in the display. (Exception: participants can bring dry snack and capped beverage in exhibit hall the day of judging. These must be stored UNDER display table) |
| _____ | _____ Plant materials (living, dead, or preserved) that are in their raw, unprocessed, or non-manufactured state. (Exception: manufactured construction materials used in building the project or display.) |
| _____ | _____ All chemicals including water (projects may not use water in any form in a demonstration or exhibit.) |
| _____ | _____ All hazardous substances or devices; Example: poisons, drugs, firearms, weapons, and ammunition. |
| _____ | _____ Dry ice or other sublimating solids. |
| _____ | _____ Sharp items (syringes, needles, pipettes, knives, etc.) |
| _____ | _____ Flames or highly flammable materials. |
| _____ | _____ Batteries with open-top or wet cells. |
| _____ | _____ Glass or glass objects unless deemed by the D&S Committee to be an integral and necessary part of the project (ex: glass that is integral to a commercial product such as a computer screen). Glass frames for abstracts will not be allowed |
| _____ | _____ Any apparatus deemed unsafe by the Scientific Review Committee or the D&S Committee (for example, large vacuum tubes or dangerous ray-generating devices, empty tanks that previously contained combustible liquids or gasses, pressurized tanks, etc.). |

D&S Inspector signature of approval: _____

Hotel Accommodations

Hotel Names & Locations:

- [Embassy Suites by Hilton Minneapolis North](#) (6300 Earle Brown Dr, Brooklyn Center, MN 55430)
- [Rise Hotel by Elevation](#) (2200 Freeway Blvd, Minneapolis, MN 55430)

Embassy Suites is connected to the Earle Brown Heritage Center ***If you book a room at Rise Hotel by Elevation please note that you will be across the highway from the Earle Brown Heritage Center.*** We will provide limited shuttle service the times of judging. These shuttle schedules will be posted in the program booklet. Please have a plan for transportation to and from the Rise Hotel for events outside of judging.

We will be blocking rooms at both the [Embassy Suites by Hilton Minneapolis North](#) & the [Rise Hotel by Elevation](#). ***Both hotel room rates include breakfast.*** The instructions for booking are listed below:

Notes on Booking:

- Booking for the State Science & Engineering Fair room block will **open** February 8th, 2019 and will **close** March 8th, 2019. Please book hotels during this time.
- All participants staying at hotels must have a designated chaperone staying at the same hotel
- When you are ready to book the ways to book by: booking link, a block code, or telephone will be posted to the MAS website here: <http://www.mnmas.org/state-science-engineering-fair/2019-event-details> under the "Accommodations" tab