The 2004 State Science and Engineering Fair (SSEF) of Florida will be held April 14th-16th at the Prime Osborn III Convention Center in Jacksonville. This year’s Fair will exhibit 884 projects with over 900 Finalists in Junior and Senior Sections. Junior Section includes students from grades 6-8 and Senior Section includes students from grades 9-12.

### Arrival

**Only** Regional Fair Directors, or their Official Designee, are permitted to pick up the Region’s Registration Packet. Fair Directors who will not be in attendance should fax or email the FFFS Office (by April 4th) the name of the person they have designated to pick up the Region’s Registration Packet.

Registration Packets may be picked up in the Lobby of the Prime Osborn Convention Center. Registration Packets contain materials for students to set up their projects, name tags, certificates, schedules, and maps.

Any student not traveling with his/her Region’s Delegation must make arrangements to meet the Regional Fair Director to pick up registration materials. **No packets will be opened to remove individual materials for those who are not with their Region Delegation. Students will NOT be allowed to set up their projects until the Region has registered.**

### SRC Process

Seventy-five members of the Scientific Review Committee (SRC) met March 11th and 12th to review/certify the entry materials for the 2004 SSEF.

Students who need to provide additional documentation for their research were mailed notification cards listing deficiencies found in their protocol papers. Students with **needed corrections** will proceed directly to the SRC Room upon arrival. **Do not send any paperwork to the FFFS Office.** Once students have corrected the discrepancies they will follow the steps listed below.

#### Students who do NOT have certification corrections:

- **Make sure you have your original protocol papers in your possession for Set-Up.**
- **Set up your Project. Every item** you will use during Judging must be set up at this time.
- **Get a member of the Display and Safety (D&S) Committee to review the physical display of the project.**
- **If approved, D&S will sign the student’s Project Set-Up Card.**
- **The registration process will be complete once you have D&S approval.**

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**Contact:** 407-823-4347
**Category Arrangements**

Load-in on Wednesday will be through the designated doors at the Prime Osborn Convention Center. The loading dock is for large trucks with multiple projects. The trucks must quickly unload into the back of the Center where you will enter the exhibit hall. Trucks need to move to the parking area after unloading. Projects on buses and cars may be entered through the front doors. **The students should locate their assigned table space BEFORE moving in the project.**

**Set Up**

All projects will be set up inside the Exhibit Hall of the Prime Osborn. The students should locate their assigned table before proceeding in with the project display. Each table will have the Category (#) Number displayed. Also, notice the color of the covering on the table when you set up. The yellow covers indicate the area for Senior projects and the white covers are for the Junior Section projects. Since the numbering system is identical for both sections, be sure to place your project in the correct color location.

**Electricity**

All requests for electricity were due at the time the Entry Forms were sent to the FFFS office. **Project arrangements cannot be changed once the forms are received by FFFS. Requests for electricity will not be honored on-site.**

Students who have paid for the use of electricity should bring a long UL approved extension cord. Make sure your name and Region are on the extension cord.

**Concessions**

Concessions will be opened for your convenience on Wednesday only.

**Program Books**

Each SSEF Finalist and Regional Director will receive a Program Book at Registration. Directors are advised to bring someone with them to help carry them back to their vehicle.

**SSEF T-Shirts**

T-shirts will NOT be sold on site. T-shirts for $10 must be pre-ordered by the Regional Director. Call your Director if you wish to purchase a T-Shirt.

**Removing Items After Display & Safety Approval**

A Finalist may choose to remove Log Books or other valuable items after being certified by D&S on Wednesday. Items removed from the exhibit on Wednesday and brought back into the exhibit area on Thursday for Judging must be approved and labeled by The Display and Safety person who qualifies your display on Wednesday. **Any items without a label will not be allowed into the exhibit halls on Thursday for Judging.**

**ALL items on display at the exhibit must have been certified by D&S committee on Wednesday.**

**Purchases During Set Up**

The Regional Director is to collect the money from the group and then purchase all items for the group.

**Scholarships**

Scholarships available at SSEF are for 12th grade participants who will enroll in college the Fall of 2004. **NOTE:** Scholarships are nominations which must be confirmed by the scholarship donor. **If you receive a scholarship from the SSEF, you must make contact with the contact person by June 30th to make sure you qualify for the nomination.** Please note that several of the scholarships are assistantships which do not require a cash contribution.

Applications with an official transcript will be received by the Scholarship Committee on April 14th during Set-Up. This will give the committee a chance to meet you and make sure your application, scholarship request(s), and official transcript are in order. **Do not mail applications or transcripts to the FFFS Office.**

Applicants must submit an original transcript summary form, complete with seal and signature. The form may be copied if the student is applying for more than one scholarship. Please do not apply for scholarships you do not intend to accept.

**Opportunity Award NASA**

Applicants (12th Grade) for the NASA summer internship may check in when they arrive. Be sure to have the completed NASA Application ready to turn in. The formal interviews take place on Judging Day when you are dressed professionally.
Final Certification

During the Opening Ceremony, the Display and Safety Committee will make a final walk through to review projects. Any projects giving the D&S Committee concern will be put on a list. This list of projects will be announced at the end of the Opening Ceremony. Students whose projects do not meet this Final Certification process will have to report to the Exhibit area immediately following the Ceremony to meet with a D&S Committee Member to correct the problem. A bus will be provided for the Director and student(s) who need to return to the Convention Center. The bus will return to the Adam's Mark.

Photos

A copy machine will be available for single copies for those students who need to complete their certification process. Multiple copies must be printed off-site.

Judging begins at 9:30 AM Thursday morning and continues until 4:30 PM. There is a “lunch on your own” break from 11:30 AM until 1:30 PM before Round 2. A $12 Coupon Book purchased on Wednesday will provide you with lunch in the food court at the Jacksonville Landings and the Student Mixer in the evening.

In order that there be no distractions to both Finalists and Judges and to show respect for the judging process, Absolutely NO electronic devices will be allowed on the judging floor. This includes, but is not limited to, CD players, tape players, radios, hand held games, beepers, and cell phones. Any devices found by SSEF staff members will be confiscated and given to the RSEF Director or their representative.

Hospitality

There will be a designated Hospitality Room at the Prime Osborn. This will be considered the “official” Chaperone location for contacting chaperones in case of an emergency. There will also be light refreshments for the Region Adults on Wednesday.

OPEN to the PUBLIC

Thursday, April 15th
7:00 PM—9:00 PM

The Exhibit Halls will be open for public viewing. Absolutely NO projects may be removed before the official “project take down” scheduled for after the Student Mixer. The public viewing gives parents, members of the Host community, and interested persons an opportunity to see the Finalists efforts first hand.

Absolutely NO PROJECTS may be removed before 10:00 PM Thursday.

Dress Code for Judging

And Grand Awards

Young men should wear dress slacks, shirts with collars, jackets/sports coat, tie (preferred), and dress shoes. Young women should wear a dress, skirt, blouse, jacket or pantsuit and dress shoes. No jeans, shorts, or tennis shoes will be permitted.

Opening Ceremony

JASON Colloquium
Regional Rally
ISEF Delegation Recognition
DYSC Recognition

The Opening Ceremony will be held at the Florida Theatre walking distance from the Adam’s Mark. Students are encouraged to wear matching T-shirts, caps, etc. to represent their Region.

One of the highlights at the State Science and Engineering Fair of Florida is the Junior and Senior Outstanding Narratives (JASON) Colloquium. This event provides an opportunity to introduce talented young people who have brought honor to the State of Florida. Several students have been nominated and selected to present a brief three minute narrative about a meaningful experience.

The Intel International Science and Engineering Fair Finalists and our DYSC winners from each Region will also be recognized during this Ceremony.

All Regions should be prepared for the REGIONAL RALLY at the end of the Ceremony. Brief “cheers” that are in good taste may be given from the seated area as your region’s name is called. Behavior that might cause harm to individuals or damage to the facility (such as running around and throwing things) is not permitted.

Photocopies

A copy machine will be available for single copies for those students who need to complete their certification process. Multiple copies must be printed off-site.

Photos

Parent signatures on the Release Form in the Entry Packet grants permission for the FFFS Staff to take pictures and use them for publicity (ie. the SSEF Website). This also gives permission for video-taping or recording that may be used by the news media. Release forms without parental consent will be honored and the student will not be photographed, taped, or recorded.

Dress Code for Judging

And Grand Awards

Young men should wear dress slacks, shirts with collars, jackets/sports coat, tie (preferred), and dress shoes. Young women should wear a dress, skirt, blouse, jacket or pantsuit and dress shoes. No jeans, shorts, or tennis shoes will be permitted.
Project Take Down

Absolutely NO projects will be removed from the Exhibit Hall areas until after the Student Mixer Thursday evening. Participants who have an emergency and must leave early, are required to make arrangements for someone from their Region to pick up the project. Students must see their Regional Director if such a situation arises.

Any projects remaining after midnight on Thursday will be discarded.

GRANDS AWARDS CEREMONY

7:30 – 10:00 PM
Prime Osborn III Convention Center

Finalists are expected to dress professionally or “dressy” professional for this Grand Event. Your presence on stage should reflect your professional commitment to outstanding scientific research. Absolutely NO bare midriffs, shorts, jeans or casual slacks. Wear appropriate shoes for walking up stairs to the staging area.

EMERGENCY NUMBERS
If you need to speak with someone immediately (extreme emergency), please call 321-299-5240 or 321-299-5239. The Regional Fair Director should have also provided an emergency contact number for you to use.