

Waukesha Colleges Science and Engineering Virtual Fair Procedures February 27, 2021

1. The following procedures will be used on the day of the fair to determine the Best of Fair Projects for the 2020 Waukesha Colleges Science and Engineering Fair:
 - a. The fair morning from 8:00 to 11:30 will be divided up into one or more sessions with each session divided up into a maximum of 6 project presentation slots. The presentation slots will be ½ hour long with 10 minutes for the student presentation and 10 minutes for the judges' questions. The last 10 minutes can be used for comments by the judges with the students, discussions among the judges and recording of the project score. There will be a five-minute break between slots.
 - b. The projects may be grouped into separate morning sessions with separate judges. These session groups could have less than but no more than 6 project slots, but the ½ hour timing and five minute break applies to each project slot even if there is only one slot. From 11:30 to 12:00, the judges will Zoom together to rank each project and determine the Best of Fair. The winner(s) will be announced on WaCSEF.org.
 - c. The presentation by the student(s) will be captured using a lap computer camera or equivalent and the Zoom video conference software. It is important that projects with multiple students include each student in the presentation and question parts of the presentation. The Zoom screen will contain the student(s) and their project presentation materials along with the judges joining the presentation.
2. The students should proceed to develop their projects and submit the registration and SRC forms as outlined in WaCSEF.org. These forms should include the project plan, a project report detailing the results, the SRC forms, and any presentation materials or detailed photos that the student(s) use during their project slots. The Student Interest, the Student Registration and Presentation Slot Request forms should be submitted as the recommended dates on WaCSEF.org.
3. The students should also include the presentation slot request form found on the Applications page. This form will be used to fill the presentation slot that is closest to the student's desired time. This form will be returned to the students to verify their registration. It will also include instructions to join the fair meeting.
4. The student is responsible for supplying the laptop, internet connection, and the video presentation location. Note the location can be anywhere the student(s) is comfortable with but should be suitable for the presentation. If the student presentation includes objects that are difficult to video, a sample or photo of these items can be included in the

presentation materials for the judge's inspection. If the student is not able to provide the laptop and or internet connection, they should contact the fair director.