



Project Materials Guidelines

In addition to required ISEF Forms (grades 6-12) ,**ALL students will be required to upload the following as part of the online registration:**

1. Profile Picture
2. Abstract
3. Project Board

Additionally, students **may** upload the following (not required):

1. Research Report

DEADLINES

February 18, 2024 ~ Student **ONLINE ENTRY DEADLINE** on zFairs

- Completed online registration INCLUDING Profile Picture
- ALL required ISEF Forms
- Abstract
- Media Release • Payment

March 3, 2024 ~ **LAST DAY** to upload Project Boards, Research Report, and/or update Abstract

Profile Picture (required)

Students will be **REQUIRED to upload a profile picture**. This should be a current/recent photo taken

from the chest up. There will be an area on the student registration where students may upload their photo.

Profile pictures will be used as part of the virtual project showcase which will replace the in-person Open House usually held during STEM Challenges. The virtual project showcase will allow family, teachers, and the public to view student projects.

March 16, 2024

Project Board (required)

Students will need BOTH a physical display board to present during in-person judging interviews **AND** a virtual display board for the online project showcase. There will be no in-person open house so the online project showcase allows family, friends, teachers, and other community members to view the projects.

Additionally, the virtual boards will be previewed by judges ahead of judging day which is very helpful for the judges and facilitates a more productive interview.

VIRTUAL PROJECT BOARD

ALL students will be REQUIRED to create a project board in PDF format and upload to zFairs.

1. You can find virtual board templates at this site:

<https://www.posterpresentations.com/free-poster-templates.html>

2. Students may use any pre-made template OR the personalized template found on this site, BUT may only use the following dimension options: "36x48" OR "Virtual".

3. Once students have downloaded their preferred template, the file will open as a PowerPoint.

4. Students will build their board in PowerPoint and **MUST include (at a minimum) the following sections:**

a. Header with project title and student name(s). NO OTHER personal info on board (i.e. school, grade, etc.)

b. Abstract

c. Rationale, Question/Purpose

d. Hypothesis

e. Materials and Methods

f. Data

g. Results

h. Conclusions

5. Students may add additional sections if required to adequately explain their work.

6. Style and content guidelines:

a. All photos, graphs, charts, etc. must be cited. If created by student, then one statement on the board saying "All images/graphics created by student". If created by someone else, must properly cite source.

b. NO PHOTOS on board of any person other than student researcher(s).

c. NO QR codes or live links to other materials, videos, etc.

d. Use **12 pt OR LARGER standard font** (such as Times New Roman or Arial).

7. Once the board is complete, save as a PDF.

8. Upload PDF to zFairs under the file type "Project Board" (students can upload during registration or return to their profile and upload before the project board upload deadline).

9. Project boards will be viewable to the public as part of the virtual project showcase and will be viewed/scored by both category and special awards judges.

PHYSICAL PROJECT BOARD

- Students must prepare a physical project board to display during judging. This the typical trifold "science fair" board.

- The board must be no more than 30" deep; 48" wide; 108" from the floor to the top of project (or 78" from top of table).

- See last two pages of this document for the **Display & Safety Checklist** which details the guidelines/requirements for the board and what is/is not allowed on the display.

Abstract (required)

Students will be REQUIRED to COPY and PASTE their Abstract into the registration form.

The Abstract pasted into the registration form should adhere to the following:

- NO MORE than 250 words.

- Summary of the project that includes a brief discussion of the question/rationale, hypothesis, methods, and results.

- Should NOT include student names or project title.
- Should not be divided into sections. An abstract should be written in paragraph form using complete sentences.

Research Report (optional)

Students will have the option to upload a full report in support of their project board. The Research

Report is not required but students may use it to provide further explanation of their project.

The Research Report will be viewable to the public as part of the virtual project showcase as well as during judging by both category and special awards judges.

We are not providing any guidelines for content and style of the research report with the following exceptions:

- Must be in PDF format.
- Must not include any QR codes or live links to other materials.
- Must not include any personal info other than student name(s).

Reports should be uploaded to zFairs under the file type “Research Report”.

NOTE: a Research Report is different than the Research Plan that is required from all students as part of the required ISEF paperwork.

Virtual Project Showcase

An important part of STEM Challenge is allowing students to share their work, not just with judges but also with their peers, families, and members of the public. We will be utilizing the **Virtual Project Showcase** to facilitate that purpose in place of our usual in-person Open House. Students should be sure to upload/complete all items so they have a completed profile to show off their hard work!

Below is an example of what each project profile will look like in the Showcase

The screenshot shows a web interface titled "Showcase" with a search bar containing the word "sample". A project profile for "Investigating Climate Change" is displayed. The profile includes a large photo of a student pouring liquid into bottles, a smaller profile picture of the student, and a "PROJECT BOARD" link. Below the link is a "Description" of the project. Red arrows point from text labels to specific elements: "Link will open PDF of Project Board" points to the PROJECT BOARD link, "Profile Picture" points to the student's photo, and "Abstract" points to the project description text.

Search sample

Category

Jeremiah

Finding the

W

JR-JCHEM-04

Investigating Climate Change

Sally Sample

Junior Earth & Environmental Sciences

JR-JENVR-0625

Profile Picture

Link will open PDF of Project Board

PROJECT BOARD

Description

For my project, I investigated climate change by adding different amounts of baking soda and vinegar, to simulate CO₂, to plastic bottles and measuring the change in temperature for each bottle.

Abstract

Junior Earth & Environmental Sciences

JR-JENVR-0625

Southern NM STEM Challenge

DISPLAY & SAFETY REGULATIONS AND PROJECT SET-UP APPROVAL FORM

The following regulations must be adhered to by ALL Exhibitors. **Knowledge of Display & Safety requirements is the responsibility of the Student Exhibitor and Adult Sponsor(s).** The Display & Safety Committee may require students to make revisions to conform to the regulations. Any questionable items or safety concerns identified during inspection require review by the Display & Safety Committee Chair(s) and/or Research Challenge staff.

Inspectors: Check each box on BOTH sides of this form after inspected and confirmed.

<input type="checkbox"/>	The project display DOES NOT have any of the PROHIBITED ITEMS as described below and on the other side of this form. Inspectors: be sure to complete BOTH sides of this form!				
<input type="checkbox"/>	Exhibitor name CANNOT appear on front of display board but can be displayed on back of board, notebooks, etc. Exhibitor's school, grade, or any personal information SHALL NOT be displayed on the front of display board, notebooks, or other display items.				
<input type="checkbox"/>	Display Dimensions and Construction: <ul style="list-style-type: none"> The exhibit is within 30" deep; 48" wide; 108" from the floor to the top of project (or 78" from top of table). ALL project materials fit within the given dimensions. The exhibit items and backboard are self-standing and stable, or secured to table. All items on display board are attached securely. All sharp edges on project are removed or protected. No tripping hazards are present. 				
<input type="checkbox"/>	ALL images are credited. This includes all graphs, photos, and other images on the project display. IF the student took/created all the images, one statement in a visible location on the board that states " <i>all images taken/created by Exhibitor</i> " will suffice.				
<input type="checkbox"/>	Display of photographs other than that of the student must have a photo release signed by the subject, and if under 18 years of age, also by the guardian of the subject (these forms must be available upon request, but shall not be displayed) OR all faces are blacked out, covered, or otherwise obscured.				
<input type="checkbox"/>	LAPTOP COMPUTERS – if a laptop is a part of the display, student must provide a laptop lock and demonstrate that it can be securely locked to the table. Laptops with no lock will not be allowed to remain on display.				
I certify that this project has been inspected and complies with all Display & Safety Requirements.					
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;"></td> <td style="width: 50%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="text-align: center;">Display & Safety Inspector Name</td> <td style="text-align: center;">Display & Safety Inspector Signature</td> </tr> </table>				Display & Safety Inspector Name	Display & Safety Inspector Signature
Display & Safety Inspector Name	Display & Safety Inspector Signature				
Please note any changes made to and/or items removed from the display: <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>					
Student Acknowledgement: I hereby acknowledge that 1) I have been made aware of the display and safety requirements 2) I have been given a copy of the Exhibit Hall Map and know the Emergency Exit Plan. 3) I understand the initial inspection is complete, but a final inspection will be done before judging and regular checks are conducted throughout the Challenge to ensure continued compliance. I further understand that items may be removed from my display by Research Challenge staff at any time and without my consent if they pose a safety risk. (<i>Removed items will be photographed and held for student to pick up during project removal</i>). <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> Student Signature (or representative if student not present)					
PLEASE LEAVE THE SIGNED FORM SO IT IS VISIBLE ON YOUR DISPLAY TABLE.					

ITEMS NOT ALLOWED ON EXHIBIT

Photographs of these items are allowed as long as they are appropriate and not deemed offensive by Display & Safety inspectors.

<input type="checkbox"/>	Living organisms, including plants	<input type="checkbox"/>	Glass (including light/heat sources)
<input type="checkbox"/>	Taxidermy specimens or parts	<input type="checkbox"/>	Preserved vertebrate or invertebrate animals
<input type="checkbox"/>	ALL chemicals including water. Absolutely no liquids can be utilized in the project display	<input type="checkbox"/>	Flames and highly flammable materials. Any materials that were previously flame or fire tested.
<input type="checkbox"/>	Plant materials (living, dead, or preserved) that are in their raw, unprocessed, or non-manufactured state	<input type="checkbox"/>	Any apparatus with belts, pulleys, chains, or moving parts with tension or pinch points that are not appropriately shielded
<input type="checkbox"/>	Human or animal food	<input type="checkbox"/>	3D Printers unless the power source is removed
<input type="checkbox"/>	Human/animal parts or body fluids	<input type="checkbox"/>	Batteries with open-top cells or wet cells
<input type="checkbox"/>	Soil, sand, rock, cement, concrete, and/or waste samples, even if permanently encased in acrylic	<input type="checkbox"/>	Inadequately insulated apparatus capable of producing dangerous temperatures
<input type="checkbox"/>	Sharp items (examples: syringes, needles, pipettes, knives)	<input type="checkbox"/>	Any display items that are deemed distracting (i.e. sounds, lights, odors, etc.)
<input type="checkbox"/>	Items that may have contained or been in contact with hazardous chemicals (Item may be permitted is professionally cleaned and documentation for such cleaning is available)	<input type="checkbox"/>	All hazardous substances or devices (examples: poisons, drugs, firearms, weapons, ammunition, reloading devices, grease/oil and sublimating solids such as dry ice)
<input type="checkbox"/>	Drones or any flight capable apparatus unless the propulsion power source is removed	<input type="checkbox"/>	Brand names, logos, copyrighted /trademarked images UNLESS integral to the project
<input type="checkbox"/>	Incandescent and fluorescent light bulbs or any other heat generating light source	<input type="checkbox"/>	Any apparatus or project material deemed unsafe by the Display & Safety Committee

ELECTRICAL REGULATIONS

Note: when student is not at exhibit, all electrical power must be disconnected or switched off.

<input type="checkbox"/>	Electrical power supplied to the project is standard 120 Volt, AC single phase, 60 Hz.
<input type="checkbox"/>	Power strips/surge protectors and extension cords must be UL-listed, in good condition, and unmodified.
<input type="checkbox"/>	Electrical devices must be protectively enclosed. Any enclosure must be non-combustible. All external non-current carrying metal parts must be grounded.
<input type="checkbox"/>	Energized wiring, switches, and metal parts must have adequate insulation. Over-current safety devices (ex: fuses) must be inaccessible to anyone other than the student.
<input type="checkbox"/>	Exposed electrical equipment or metal that may be energized must be shielded with a non-conducting material or with a grounded metal box to prevent accidental contact
<input type="checkbox"/>	An insulating grommet is required at the point where any wire or cable enters any enclosure.
<input type="checkbox"/>	No exposed live circuits over 36 volts are allowed.
<input type="checkbox"/>	There must be an accessible, clearly visible on/off switch or other means of quickly disconnecting from power source.

LASER/LASER POINTER REGULATIONS

<input type="checkbox"/>	Any Class 1, 2, 3A, or 3R lasers are allowed to be used RESPONSIBLY. No other lasers are allowed.
<input type="checkbox"/>	Laser beams may not pass through magnifying optics such as microscopes and telescopes.
<input type="checkbox"/>	Lasers must be labeled by the manufacturer so that power output can be inspected. Lasers without labels will NOT be permitted.
<input type="checkbox"/>	Use of handheld lasers is discouraged.
<input type="checkbox"/>	Lasers will be confiscated with no warning if not used in a safe manner.