

FINAL CONFIRMATION and INFORMATION PACKET

SITE COORDINATOR

73rd Annual Los Angeles County Science & Engineering Fair

Note: All virtual project materials (report, video, & pictures of logbooks) are due March 1, 2023. All project registration and set-up must take place on Sunday, March 12, 2023 at the Shrine Expo Hall. Both parts must be completed in order to participate this year.

February 2, 2023

Dear Site Coordinator,

Thank you for registering your site for the 73rd Annual Los Angeles County Science & Engineering Fair, March 12-13, 2023. This packet contains important information regarding steps you need to take prior to the Fair as well as what will happen during the Fair itself. I thank you in advance for taking the time to read through this information and making sure that you and your students meet our upcoming deadlines.

The first thing you need to do is determine which projects will represent your site. Remember, you can submit up to 13 projects (or whichever tier you registered for), 3 of which can be a Team Project (2-3 students).

Once you have determined your projects, you need to have those students register themselves and their projects online at app.lascifair.org. Before students go online, be sure to print out the “2023 Student Registration Scratch Sheet” which is available on our website. This will give the students the directions and prompts to complete the online registration. Please be sure to check over each student’s scratch sheet to make sure that an appropriate category has been chosen and that the abstract provides a good summary of the project. **The deadline for students to complete their online registration is February 6, 2023.** Please encourage your students to register well in advance of the deadline to avoid any last minute difficulties!

Once students have completed the online registration, you must then log into our system and approve the projects your school will be sending. To do this:

- 1) Go to app.lascifair.org, and enter the email address you used to set up your site coordinator account and password emailed to you.
- 2) On the “Welcome” screen, select “Projects” — you will now see a list of all registered projects.
- 3) For each project, on the right side of the screen, you will see 3 actions you can take with the project: “Edit,” “Approve,” and “Delete.” If you click on “Edit,” you can see information your student entered and edit it.
- 4) Click on “Approve” for each project that has been chosen to represent your site. The system will not allow you to approve more than 13 total projects or more than 3 team projects. *Realize that if you remove a student’s name from a team project and enter it as an individual project, this constitutes fraud and your school will not be allowed to participate in this year’s Fair or next year’s.*

All approvals must be completed by February 8, 2023. Again, you are strongly encouraged to complete this step well before the deadline.

Once you have completed the approvals, in the “Notes” column, you’ll see the comment “Admin has not approved this project.” **It is important for you and the student to understand that the project has not been accepted into the Fair at this point.**

Once the approvals are complete, the Fair will then review each project to make sure that it adheres to our rules and regulations. When the Fair has completed this step, you will hopefully see the message “Project Approved” on the right when you are on the “Projects” screen. When the project has been accepted into the Fair, the student and you will no longer be able to make edits, so make sure that what you approve is in its final version! If a project is not accepted into the Fair, the student and you will receive an email notification and the “Projects” screen will reflect this status.

In late February, students will be sent a link to the “Student Final Information Packet.” It will contain the information they need to 1) virtually submit their project materials (report, video, and pictures of logbook pages) by the March 1st deadline, 2) physically register and set-up their project, and 3) understand what will happen for the 2 days of the Fair. At that point, it is your responsibility to make sure that students have received and understood this information and know that they MUST register and set-up their project on Sunday, March 12, 2023 or else it will not be allowed in the Fair. All students will be interviewed by judges on Monday, March 13, 2023 and all students are invited to view the Virtual Awards Ceremony at noon on Sunday, March 26, 2023. Every student will receive, at the very least, a recognition medal.

You will need to recruit volunteers to help us at the Fair on Sunday, March 12, 2023. The number of volunteers your site must provide is listed on the “Volunteers” page of our website where volunteer registration instructions can also be found. If your school provides us with a judge, it will receive credit for 2 volunteers. Please notify our Volunteer Coordinator if you provide a judge. You will be emailed a Volunteer Recruitment Letter, Call for Judges Letter, as well as flyers for Judge and Volunteer recruitment.

Please remember to communicate all of this information to parents as well, especially the requirement that all projects must be physically registered & set-up on Sunday, March 12th.

Logbook, support documentation, and/or notebook must accompany and be securely attached to the exhibit with at least 3 feet of tether so they can comfortably read by the judges. Students should have a copy of all important information and may display the copy rather than the original. More information will be posted on our website as the Fair approaches.

Make sure that parents know they will not be allowed in the Exhibit Hall during judging on Monday, March 13th. The free, Interactive Science Exhibits are open to the public on Sunday, March 12th. Additionally, please make sure that parents and students are aware that the Shrine has a “no bags” allowed into the Exhibit Hall at any time and a “clear bags” only policy on the premises similar to major theaters and stadiums. Further, please make sure parents and guests know that we have a Parent and Visitor Code of Conduct, contained in this packet, which will be strictly enforced throughout the Fair.

Lastly, if you or a parent need to make the Fair aware of any special needs a student has, please email me directly at nalikh@lascifair.org. This is the email address I will be checking most often during the Fair.

Thank you so very much for all that you do to help students prepare for and attend the 73rd Annual Los Angeles County Science & Engineering Fair. As always, if you have any questions, please don't hesitate to contact me.

Nishat Alikhan

President

Los Angeles County Science & Engineering Fair

Los Angeles County Science & Engineering Fair

February 2, 2023

Dear Science Fair Site Coordinator:

Listed below is important information regarding the 73rd Annual Los Angeles County Science & Engineering Fair. A copy of this final confirmation and informational packet will be emailed to each student exhibitor at the end of February.

All Site Coordinators will be provided with a name badge at the Fair. You may pick it up during Registration on Sunday, March 12th, or get it from the Information table on Monday, March 13th. You must wear your name badge at all Science Fair events. *(If you or another designated adult plan to register and set-up and/or remove any projects from your school, you or your designee must wear this name badge.)*

Please remind your Senior Division students to bring their completed and signed ISEF Pre-approval Certification Forms. **Links to these forms are on the Science Fair Website.**

LOCATION: Shrine Expo Hall
665 W. Jefferson Blvd.
Los Angeles, CA 90007
For ways to get here:
<https://www.shrineauditorium.com/general-info/plan-your-visit/directions>

PARKING: Shrine Expo Hall
For Parking instructions:
<https://www.shrineauditorium.com/general-info/plan-your-visit/parking>

DINING: There is a snack bar at the venue selling drinks and light snacks. These must be eaten on the 2nd floor where the Interactive Exhibits were located on Sunday, March 12th. Additionally, here is a link to local eateries:
<https://www.shrineauditorium.com/general-info/plan-your-visit/hotels-dining>

SCHEDULE

SUNDAY, MARCH 12, 2023 - Project Check-In / Public Day / Interactives

NOTE: This is the ONLY day for students to register and set-up their projects / display boards. If projects are not registered and set-up on this day, they will not be permitted into the Fair on Monday, March 13th. Please make sure students are aware of this and that they come to registration on March 12th.

11:00 AM - 5:00 PM	Registration and Project Set-Up in the Exhibit Hall - 1st Floor Registration includes students picking up their badges outside, going through the Shrine's security check, then proceeding to the exhibit hall, setting-up their project at their assigned station, asking a Project Screener to check their set-up, making any mandatory changes stipulated by the Project Screener, and getting their final sign-off on the set-up. ** For registration, students must arrive no later than 4:45PM**
11:00 AM - 3:00 PM	Interactive Exhibits in the Exhibit Hall - 2nd Floor (Westside)

		Free hands-on activities for students, parents, teachers, and visitors.
11:30 AM - 4:30 PM		Student Workshops for Judging Interviews - 2nd Floor (Eastside) (optional, but recommended) Workshops will be offered every half hour beginning at 11:30 AM. After setting up the project display board in the Exhibit Hall on the 1st floor, students may attend a 20-minute workshop upstairs across from the Interactive Exhibits on the 2nd floor on how to practice and prepare for interview success.
5:00 PM		Registration Closes Students whose projects have NOT been registered and set-up will <u>not</u> be permitted to enter the Fair . . . Period!

MONDAY, MARCH 13, 2023 - Judging, Student Interviews

NOTE: No student will be allowed to register and/or set-up a project on Monday who did not register on Sunday, March 12th. Students may bring items they did not want to leave overnight on Sunday to show the judges during their interviews. These items are the responsibility of the student. The Los Angeles County Science & Engineering Fair assumes no responsibility for lost, stolen, or damaged items.

8:30 AM		Arrive at the Shrine Expo Hall and get in line to go through the security check-in. Remember the Shrine has a “no big bags/clear bags only” policy similar to that of Dodger Stadium.
8:45 AM		Students permitted to enter the Exhibit Hall on the 1st floor.
9:05 AM		Students meet at project # 1 of their category to meet with their category’s judges.
9:10 - 11:45 AM		<u>Judging and Interviews</u> - Exhibit Hall - 1st floor During the 9:05 am meeting with category judges, the category chair will let students know how long interviews will last and the order of interviews, so students can determine the times they MUST be at their project. During free time, students can read a book, meet with other students in their category, do any homework they may have, be on their phone, or grab a snack.
11:45 AM - 1:30 PM		Lunch (~1 hr/student) begins (staggered by categories, every 15 minutes). The category lunch schedule will be distributed at Registration on March 12th. Food is available for purchase from a concession stand or local eateries. Bringing lunch is strongly recommended. <i>**Please be back on-time, so you don’t miss any interviews.**</i>
End of lunch - 4:00 PM		<u>Afternoon Judging</u> - Every student must be present at their project board. Students sit by project boards for additional interviews.
4:00 PM or earlier		Students are dismissed <i>by their judging panel</i> after receiving their participation certificate and must exit the Exhibit Hall with all their stuff. All display boards and materials must be taken home upon dismissal.
4:00 - 5:00 PM		Judges determine Place Winners, Special Awards (<i>no students allowed in Exhibit Hall</i>)

Checklist for Student Registration

March 12th, 2023

Please bring the following to items to Registration:

1. Student ID / Drivers' License / picture on your phone of your Photo ID
2. **Science Fair Project**
 - a. Display Board
 - b. Typed Report* (***must be attached to display board***)
 - c. Daily Log / Journal* with raw data (***must be attached to display board***)
 - d. Signed ISEF PDF forms (Sr Division) for projects involving tissues/cell lines, human subjects, vertebrate animals, hazardous materials and/or microbes (*included in a binder/notebook*).
 - e. Signed Human Consent Forms from project participants, for **pre-approved** research on Human Subjects (*included in a binder/notebook*).
 - f. Any other items you wish to display.

***make sure you have a copy of your Report and Journal- do not leave your only copy**

3. **Screening Check-Off Sheet**
4. **Signed "Photograph and Video Release"** (Will be included in Student Final Info Packet)
5. **Personal Contact Information** (home / cell phone)

Your full name MUST appear on the back of your Display Board, Report, & Daily Log

For security reasons and the Shrine Expo Hall's policies, only clear, see-through bags will be permitted inside the venue, especially in the Exhibit Hall.

Project Removal

March 13th, 2023

At the end of the afternoon judging session, students will be required to take all of their display materials home when their judging panel dismisses them. Students will know they are officially dismissed when their judging panel gives them their participation certificates. Depending on the size of the category and the number of judges on the judging panel, students may be dismissed sometime between 1:30 PM and 4:30 PM. **Projects remaining after 4:30 PM on March 13th will be discarded.**

If another student has been designated to remove any student projects from their school, the student removing the project must have the project owner's name badge or a selfie of the student's face with their badge showing.

**** Remember all students must be wearing their name badges at all times & all Fair events!**

LOS ANGELES COUNTY SCIENCE FAIR DISCLAIMER STATEMENT

The Los Angeles County Science and Engineering Fair Committee, its Board of Directors, the Los Angeles County Office of Education, the Board of Supervisors for Los Angeles County, volunteers and representatives of sponsoring organizations for the 70th Annual Los Angeles County Science Fair, shall be held harmless for injury or death of persons or damage and/or loss of property occurring in connection with the Los Angeles County Science Fair.

LOS ANGELES COUNTY SCIENCE FAIR NON-DISCRIMINATION POLICY

The Los Angeles County Science and Engineering Fair is an equal opportunity for all event, regardless of age, ancestry, color, disability (mental and physical), gender, gender identity, sexual orientation, medical condition, national origin, race and religious creed. Judges & volunteers bear the responsibility to act as guardians and custodians of the students during their volunteering. Their familiarity with the students' special sensitivities is imperative to the overall Science Fair effort to achieve an equal opportunity for all environment, free of discrimination.

LOS ANGELES COUNTY SCIENCE FAIR STUDENT CODE OF CONDUCT

As a participant in the Los Angeles County Science Fair:

- I will compete honestly and with good sportsmanship.
- I will act with integrity and treat others with courtesy.
- I will respect Fair volunteers, staff, and judges and their decisions.

LOS ANGELES COUNTY SCIENCE FAIR PLEDGE FOR PARENTS & THE PUBLIC

On behalf of the parents and visitors, I pledge to be an example for our children by:

- Respecting the rules of the Los Angeles County Science & Engineering Fair,
- Encouraging excellence in experimentation and investigation,
- Supporting independence, originality, and creativity in the design and completion of all competitive projects,
- Respecting the authority and decisions of the staff, volunteers, and judges of the Los Angeles County Science & Engineering Fair.

My examples will promote the spirit of cooperation within and among all participating schools.

Parking Directions



The entrance we will be using is off of Royal Street, between the Shrine West Lot and the Shrine building.

Parking Lots*:

- (1) – Shrine West Lot: 715 W. Jefferson Blvd
- (2) – North Parking Structure: 714 W. 32nd Street
- (3) – USC Shrine Structure: 686 W. 32nd Street
- (4) – Royal Street Structure: South side of Jefferson Blvd at Royal St. Intersection

The Shrine Auditorium & Expo Hall is easily accessible via the LA Metro “Expo” Line off the Jefferson/USC exit, for more info visit metro.net

Parking lot availability varies based on venue. Pre-pay for parking here:
<https://parking.honkmobile.com/hourly/zones/SHRINE>

Please note that the Los Angeles County Science & Engineering Fair does not validate parking.