



Los Angeles County

SCIENCE FAIR

Excellence in Science, Engineering, Mathematics, and Technology
8504 Firestone Blvd. #247, Downey, CA 90241 www.lascifair.org

FINAL CONFIRMATION and INFORMATION PACKET

SITE COORDINATOR

66th Annual
Los Angeles County
Science Fair

**Note: All project registration and set up must take place on
Thursday March 17, 2016**

January 31, 2016

Dear Site Coordinator,

Thank you for registering your site for the 66th Annual Los Angeles County Science and Engineering Fair, March 17-19, 2016. 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, 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 **app2.lascifair.org**. Before students go online, be sure to print out the "2016 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 24, 2016.** 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 verify the projects your school will be sending. To do this:

1. Go to app2.lascifair.org, and enter your email address and password.
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 of 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 verifications must be completed by February 26, 2016. Again, you are strongly encouraged to complete this step well before the deadline.

Once you have completed the verifications, in the "Notes" column, you will see comment "Admin has not approved of 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 verifications are complete, the Fair will then review each project to make sure that it adheres to our rules and regulations. Once 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 early March, students will be sent a link to the “Student Final Information Packet.” It will contain the information they need to 1) physically register and set up their project and 2) understand what will happen for the 3 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 their project on March 17, 2016 or else it will not be allowed in the Fair. All students will be interviewed by judges on March 18th and all students are invited to the Awards Ceremony at 6 pm on March 19th where they will receive, at the very least, a recognition medal on stage.

You will need to recruit volunteers to help us at the Fair. The number of volunteers your site must provide is listed on the “Volunteers” page of our website where the 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 and set up on Thursday March 17th. Both this packet and the student packet have information regarding parking as well as the timelines for all days. Make sure that parents know they will not be allowed in the Exhibit Hall during Judging on Friday, March 18th, but they are welcome to visit our Interactive Science Exhibits and wait for their child in the areas outside the Exhibit Hall. The free, Interactive Science Exhibits are open to the public and will also be there on Saturday March 19th. Additionally, please make sure that parents are aware that bags and purses are not allowed into the Exhibit Hall at any time and 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 needs to make the Fair aware of any special needs a student has, please email me directly at jennifermoses@burbankusd.org.

Thank you so very much for all that you do to help students prepare for and attend the 66th Annual Los Angeles County Science and Engineering Fair. As always, if you have any questions, please don't hesitate to contact me.

Jennifer Moses
President, Los Angeles County Science and Engineering Fair



Los Angeles County Science & Engineering Fair

January 31, 2016

Dear Science Fair Site Coordinator:

Listed below is important information regarding the 66th Annual Los Angeles County Science Fair. A copy of this final confirmation and informational packet will be emailed to each student exhibitor in March.

All Site Coordinators will be provided with a bar-coded name badge at the Fair. You may pick it up during Registration on March 17th, or get it from the Information Table on March 18th or 19th. **You must wear your name badge at all Science Fair events.** (If you or another designated adult plans to register and set up and/or remove any student 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. **These PDF forms with “fillable form fields” are available on the Science Fair Website at <http://www.lascifair.org/site-coordinators/project-pre-approval/>**

LOCATION: Pasadena Convention Center
300 E. Green Street, Pasadena, CA 91101
(626) 793-2122
For driving instructions from major freeways:
<http://www.pasadenacenter.com/index.php/attendees/location?id=109>

PARKING: **Paseo Colorado Parking, Marengo Garage Parking, Los Robles Garage Parking:**
Many merchants/restaurants at Paseo Colorado provide 90-minute validation.
\$9.00/day maximum without validation. *Science Fair does **not** validate.*
(See enclosed map.)
Do not park in the Pasadena Convention Center/Sheraton Hotel underground parking structure. This parking is reserved for Science Fair Staff, Judges and Volunteers.

DINING: Paseo Colorado, across from the Convention Center <http://www.paseocoloradopasadena.com/dine>

SCHEDULE

THURSDAY, MARCH 17, 2016 - Project Screening and Check-in

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 Friday March 18th or Saturday March 19th. Please make sure students are aware of this and that they come to registration on March 17th!

- 2:00pm – 9:00pm** **Registration in Ballroom and Project Set Up in Exhibit Halls A/B**
Registration includes students getting their bar-coded name badge, bringing the “**Screening Check-Off Sheet**” to the project screening area, having the project screened, obtaining bar code labels for each physical part of project, registering the project, receiving a photo release form and participation certificate, and physically setting up the project in the Exhibit Hall. Tips for Judging Interviews will be placed at each student's project location in the Exhibit Hall.
For registration, *students must arrive no later than 8:45pm.*
- 3:00pm – 8:30pm** **Student Workshops for Judging Interviews** (optional, but recommended)
Workshops will be offered every half hour beginning at 3:00pm. After setting up the project display board in the Exhibit Hall, students may attend a 20-minute workshop in the **Ballroom** on how to practice and prepare for interview success.
- 9:00pm** **Registration closes**
Students whose projects have NOT been registered and set up will not be permitted to enter the Fair...Period!

FRIDAY, MARCH 18, 2016 - Judging, Student Interviews, Interactive Exhibits, Portrait Photos

Note: NO student will be allowed to register and/or set up a project on Friday who did not register on Thursday, March 17th. Students MAY bring items they did not want to leave overnight on Thursday to show the judges during their interviews. These items require a special sticker and must be removed from the Exhibit Hall at the end of the day. Stickers are only for items to show judges- not display boards.

10:00am – 3:00pm Interactive Exhibits in the Ballroom.

Free hands-on activities for students, parents, teachers and visitors.

8:30am

Arrive at Exhibit Hall A/B (Professional dress recommended!)

At special tables, students get stickers on items brought for judging only. Items that should be brought on Friday only include small pieces that would easily get lost if left at the project overnight as well as items too valuable to leave at the project such as laptops, tablets, and other electronic devices.

All items with the 1-day sticker must be removed at the end of judging.

Note: There will be a special bag-check inside the Exhibit Hall where students can check purses & electronics while they go on break, visit the Interactive Exhibits, etc.

8:50am

Students permitted to enter Exhibit Hall A/B and set up items with 1-day stickers.

9:00am

Students meet at project #1 of their category to meet with their category's judges.

9:10 am – 11:45am Judging and Interviews- Exhibit Hall A/B

During the 9 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 to be at their project.

During free time, students can attend the Interactive Exhibits in the Ballroom.

11:45am – 1:30pm **Lunch** (1 hr./student) begins (staggered by categories, every 15 min).

The category lunch schedule will be distributed at Registration on March 17th.

Food is available for purchase from Starbucks inside the Pasadena Convention Center or at various restaurants across the street at the Paseo Colorado Shopping Center.

End of lunch–3:30pm Afternoon Judging – **Every student must be present at his or her project board.**

Students sit by projects for additional interviews.

3:30pm or earlier

Students are dismissed *by their judging panel* and must exit the Exhibit Hall

3:30pm – 5:30pm

Judges determine Place winners, Special Awards (*no students allowed in Exhibit Hall*)

SATURDAY, MARCH 19, 2016

10:00am – 4:00pm Student Displays - Open to the Public- **Exhibit Halls A/B**

Interactive Exhibits - FREE for students, parents, teachers and visitors- **Ballroom**

4:30pm – 5:30pm

Early Project Removal

Doors close promptly at 5:30- all those inside the Exhibit Hall by 5:30 will be allowed to remove their projects, otherwise projects can be removed after the Awards Program.

6:00pm

Awards Program begins – **Civic Auditorium**

All students are requested to attend the Awards Program. ***There will be no project removal during the Awards Program- no exceptions!***

PROJECT REMOVAL: Begins AFTER the Awards Program

The Pasadena Convention Center Staff will discard any Projects not removed by 10:30pm.



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CHECK LIST FOR STUDENT REGISTRATION March 17, 2016

Please bring the following items to Registration:

1. Student ID / Drivers' License / picture on your phone of your Photo ID
2. **Science Fair Project**
 - Display Board
 - Typed Report **(can be brought on Friday only to show judges)***
 - Daily Log/Journal* with raw data *(can be brought on Friday only to show judges**)*
 - 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)*.
 - Signed Human Consent Forms from project participants, for **pre-approved** research on Human Subjects *(included in a binder/notebook)*.
 - Any other items you wish to display.

* if you plan to leave your Report and/or Journal, make sure you have a copy of it
** if you bring something on Friday to show the judges, get a sticker from the designated table Friday morning and then take the item home when judging is over
3. **Screening Check-off Sheet** (check where out of compliance)
4. **Signed “Student Photograph and Videotape Release”**
(Will be given to you for parent signature at check-in)
5. **Personal contact information** (home/cell phone) →

Home Phone-

Cell Phone-

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

For security reasons, **no backpacks or closed bags/containers** are allowed in the Exhibit Hall.

PROJECT REMOVAL

March 19, 2016

Student projects may **only** be removed from Exhibit Hall A/B between 4:30 -5:30pm or after the Awards Program until 10:30 P.M. Projects **MAY NOT** be removed during the Awards Program. **Projects remaining after 10:30pm will be discarded.**

STUDENT BAR CODE BADGE IS REQUIRED FOR PROJECT REMOVAL!

If you or another designated adult plan to remove any student projects from your school, you or your designee **MUST** wear their name badge.

SELFIE! Alternately, you may present a **digital photo** showing the student with a readable name badge and project number, by part of their project.

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 66th 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.

Established in 1950, the Los Angeles County Science Fair is a 501 (c) (3) non-profit organization

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.



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66th ANNUAL LOS ANGELES COUNTY SCIENCE
FAIR PASADENA CONVENTION CENTER
MARCH 17-19, 2016

PROJECTS WITH ELECTRICAL NEEDS

1

If a student project requires electricity, the fair will provide one (1) outlet. If additional outlets or surge protection is required, the student must provide these items.

2

Projects that require 120 volt; 60 cycle supply will be allowed a **MAXIMUM of 500 watts**.

3

Projects using 120 volt electrical current must have all wires and connections well-shielded.

NO . . .

X

Automotive-type wet cell batteries.

X

Electrical equipment operating on more than 12 volts with unshielded connection.



Students, Parents & Teachers Parking

Staff, Judges, Special Award Donors, Interactive Presenters & Volunteers Parking

**Marenngo Garage
700 Spaces**

**Pasadena Convention Center Garage
690 Spaces**

**Los Robles
Garage
500 Spaces**

**Amerson
Garage
532 Spaces**

**199 S Los Robles
Garage
450 Spaces**

**Hilton Hotel
Garage
470 Spaces**

**200 S Los Robles
Garage
430 Spaces**

**Loading Dock
Located on
Marenngo Ave**



66th Annual Los Angeles County Science Fair

Interactive Exhibits

Every year, the Los Angeles County Science Fair sponsors a very special event: Interactive Exhibits designed to inspire and entertain students and the public at the Fair, in their own exhibit hall next to the Science Fair. The Interactive Exhibits will be open from **10:00am – 3:00pm** on **Friday** and **10:00am – 4:00pm** on **Saturday**, March 18th and 19th, and are **FREE** to all Science Fair participants, judges, volunteers and guests.

The Interactive Exhibits involve sharing with LOTS of hands-on activities. Others exhibitors bring unusual objects that we don't see everyday, and we will feature them prominently. All of that creates a stimulating event!

Join us for two exciting days of science!
Some of the presenters are:

- *Trash for Teaching*
 - *Long Beach Aquarium of the Pacific*
(Saturday March 19th only)
 - *Orangutan Conservancy*
 - *LEGO*
 - *Math Zoom*
- And more . . .*

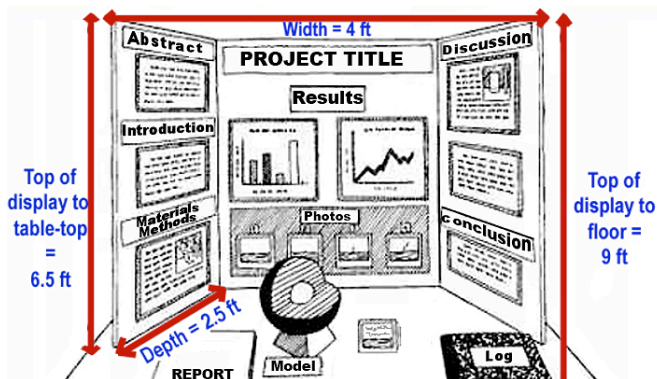
The Interactive Exhibits are made possible by a generous donation from Cedars-Sinai.



For more information, visit our website at:
<http://www.lascifair.org>

LOS ANGELES COUNTY SCIENCE FAIR
SCREENING CHECK-OFF SHEET

Project No.



Refer to Teacher/Student Handbook for specific project requirements that can be downloaded from our website:
<http://www.lascifair.org>

Living Organisms

- Displays of bacterial/viral cultures, molds and live or preserved animals and plants are not permitted.
- Tissues, teeth, blood or blood products will not be displayed.
- Nutrient, blood or any other agar will not be displayed.
- Display photographs showing procedures detrimental to the health and well being of vertebrate animals will not be allowed.
- No living, dead or preserved plants.
- No living, dead or preserved animals.
- No animal parts, fresh or preserved.
- No photographs of dissection.
- No cultures of any bacteria or molds.
- No fruits, vegetables, or any perishable food item including eggs or eggshells.
- Any sand, soil or rocks must be sterile & dry.

Hazardous Materials

- No toxic materials will be displayed.
- No acids or bases may be displayed.
- No explosives or flammable substances will be displayed.
- No consumable alcohol, tobacco, drugs or medications will be displayed.
- No corrosive, flammable, or toxic chemicals.
- No open containers of any liquid: containers must be clean & DRY.
- No unlabeled containers.

Electrical Hazards

- Automotive-type wet cell batteries are not permitted.
- Electrical equipment, operating on more than 12 volts with unshielded connections, is not allowed.

Electrical Requirements

- Projects that require 120-volt/60 cycle supply will be allowed a **MAXIMUM** of 500 watts.
- Projects using 120-volt electrical current must have all wires and connections well shielded.

Directions: Check off if your project MAY have a problem with compliance.

BRING THIS SCREENING SHEET WITH YOU FOR ON-SITE REGISTRATION 3/17/16

**LOS ANGELES COUNTY SCIENCE FAIR
SCREENING CHECK-OFF SHEET (continued)**

Equipment Display

Microscopes, computers, or lasers, if used in the initial display, are done so at the student's risk. The Science Fair Committee is not responsible for lost, stolen, or damaged items.

If microscopes, computers, lasers are critical to your exhibit, it is strongly suggested that these items be brought for judging only, if such display of equipment helps clarify the project objectives, procedures and results.

Do Not Display . . .

Anything that cannot afford to be lost.

Balances

Compressors

Electric Meters

Hypodermic Syringes

Sharp items such as knives, razor blades, and dissection kits.

Operable Lasers

Laboratory equipment that is not necessary for understanding of the project.

Contraband and regulated substances.

Don't Forget . . .

Your badge for every day of the Fair!

Data Log/Journal/Notebook

(Signed ISEF forms for Senior Division projects involving tissues/cell lines, human subjects, vertebrate animals, hazardous materials and/or microbes.)

Continuation Project Form (for multi-year research project, if applicable).

I understand that my project will be disqualified if it is not in compliance, at any time, with the screening criteria. Decision of the Science Fair Screening Committee is final.

Date: March 17, 2016

PLEASE PRINT:

Last Name

First Name

STUDENT SIGNATURE:

Do not write in this space