



Austin Energy Regional Science Festival 2022

JUNIOR/SENIOR DIVISION TEACHER CHECKLIST

Teacher Checklist (See [Jr/Sr Overview](#) for additional information)

Deadline to Start Student Registration in Scientisteer:

Dec. 1, 2021

Deadline for School Finalization & Student Confirmation:

Jan. 27, 2022

Project Fee:

\$10.00 per project

September 2021

- Attend the Science Festival Junior/Senior Division Teacher Orientation**
Tuesday, September 14th, 5:00 - 6:30 p.m., on-line. There will be additional topic-specific training sessions available throughout the school year. Check the [website](#) for more information.
- Review the [ISEF Rules](#).
- Review new and revised [categories](#) for 2022.
- If you are new to participating in the science fair and need extra help, please let us know as soon as possible via email: sciencefest@austinenergy.com We will do our best to meet with you in person or virtually.
- Plan your School's Science Fair** so that you have time to finalize your winners in Scientisteer by the deadline. We recommend no later than January 21, 2022.

Registration in Scientisteer

- Registration will be handled by Scientisteer. If you had an account last year, simply log in. If your school did not participate last year, you must e-mail: sciencefest@austinenergy.com to request an account. **School registration must be open and student registration started by December 1, 2021.**
- After your school account is set up, the Fair Administrator must log in and complete the required steps and update Teacher/Adult Sponsor information. All users should log in daily to check for messages or signature requests.
- Teachers will provide NEW students with a special link to register. If the students used Scientisteer last year, they don't need the link, they just need to log in.
- There is no limit to the number of students who can create accounts and work on their projects. In the end the school will indicate in Scientisteer which projects will advance to our fair. Each school is allowed to send up to 75 projects.

- Be sure to check in with students to make certain that they are completing their Scientist registration. Projects must have completed all of their steps before the school can select them to advance.
- All project registrations will be done online and paperless. There will be no paper to turn in.

School Fair

- Prior to the school fair, make sure all students have registered in Scientist and have created a virtual project board using the [template](#) provided.
- Contact winning students and their parents to make sure they have the information needed for the regional fair.

Before January 27th Deadline

- **Review all Scientist paperwork for students who are advancing for any [ISEF Rule violations](#).**
- **Senior Division Schools, use a plagiarism checker** (ex. Turnitin.com or Unicheck.com) to check students' abstracts and research plans. Have the reports available upon request.
- Follow the online steps (Fair Administrator role), select your winners and finalize before the deadline of **January 27, 2022 at 5:00 p.m.** Make sure all winners are selected before finalizing. School finalization can not be undone.
- Have students log in to Scientist, make any changes to their abstract, confirm their category, and advance their project to the SRC for review by **January 27, 2022 at 11:59 p.m.** For team projects, *each team member* must log in to confirm their participation in the regional fair.

After the Deadline, Before the Fair

- Have students check daily for AERSF SRC requests for revisions. All projects must be SRC approved, or they will not be allowed to compete in the regional fair.
- If there are any **special needs** judges or staff need to be aware of, please email sciencefest@austinenergy.com. We will make every effort to accommodate those special needs, but we need to know about them beforehand.
- After SRC approval, make sure students upload their completed virtual presentations in pdf format to Scientist by the deadline of **5:00 p.m. on Thursday, February 3, 2022. No late entries will be accepted.**
- Check to make sure students receive their email with their interview time and link. This will most likely arrive 2 days prior to the first day of interviews for their division. Students may be unable to receive the email if they used a school email address when registering in Scientist.
- Review the [Student Checklist](#) with students.

During the Fair

- Check with students to make sure they attend their assigned Judging Session(s). **Students should be in their virtual interview rooms 15 minutes before judging.** If available, provide a quiet location with good internet service at school for judging sessions. Students will need to test their internet connection, sound, and video before their interviews.
- Larger categories will have more than one round of judging. There will also be Special Awards judging. **Check your email often** and make sure that students who advance receive the emails with interview times and links.

Award Ceremony

- **Encourage students to watch their Award Ceremony.** They will be on-line on Thursday, February 24, 2022. The Junior Division will be at 5:30 p.m. and the Senior Division will follow at 7:00 p.m.

After the Fair

- Once the award ceremony is completed, you can view the results of the fair [online](#).
- Students advancing to the Texas Science and Engineering Fair (TXSEF) and/or the Regeneron International Science and Engineering Fair (ISEF) will need to begin their registration for those fairs as soon as they are advanced by our fair.
- Trophies and awards will need to be picked up by a school representative the week of February 28 - March 2, 2022 (by appointment only). Trophies and awards will need to be distributed to students.
- An invoice will be sent with payment instructions after the fair is over.

Thank you for all your work with your students!

It is a big job and we appreciate your efforts.