



Austin Energy Regional Science Festival 2023

JUNIOR/SENIOR DIVISION TEACHER CHECKLIST

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

Deadline to Start Student Registration in Scienteer: Dec. 1, 2022

Deadline for School Finalization & Student Confirmation: Jan. 26, 2023

Deadline for Student Project Board Submission in Scienteer: Feb. 8, 2023

Project Fee: \$25.00 per project

September 2022

- Attend one of the Science Festival Junior/Senior Division Teacher Orientations**
Thursday, September 8th, 5:00 - 6:30 p.m. on-line ~~or Thursday, September 15th, 6:00 - 7:30 p.m. in-person at Austin Energy, 4815 Mueller Blvd., Austin, TX (canceled).~~
- Review the [ISEF Rules](#).
- Review new and revised [categories](#) for 2023.
- 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@austinscience.org. We will do our best to visit your campus.
- Plan your School's Science Fair** so that you have time to finalize your winners in Scienteer by the deadline. We recommend no later than January 20, 2023.

Registration in Scienteer

- Registration will be handled by Scienteer. If you had an account last year, simply log in. If your school did not participate last year, you must e-mail: sciencefest@austinscience.org to request an account. **School registration must be open and student registration started by December 1, 2022.**
- After your school account is set up, the Fair Administrator must log in and complete the required steps and add Teachers/Adult Sponsors. 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 Scienteer 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 Scienteer which projects will advance to our fair. Each school is allowed to send up to 60 projects.

- Be sure to check in with students to make certain that they are completing their Scienteer 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 Scienteer and have followed the [Display and Safety Regulations](#) for their project boards.
- Contact winning students and their parents to make sure they have the information needed for the regional fair.

Before January 26th Deadline

- **Review all Scienteer 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 26, 2023 at 5:00 p.m.** Make sure all winners are selected before finalizing. School finalization can not be undone.
- Have students log in to Scienteer, make any changes to their abstract, confirm their category, and advance their project to the SRC for review by **January 26, 2023 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.
- Make sure that students have both a digital and physical project board. Both are required for our fair. Students should use the [project board template](#) to create their virtual project boards. The digital project boards will be displayed in a virtual exhibit hall and will be previewed by judges prior to the event. The physical display board will be used during judging at the actual event. **Prior to February 8th at 5:00 pm, make sure students upload their digital project boards in Scienteer.**
- If there are any **special needs** judges or staff need to be aware of, please email sciencefest@austinscience.org. We will make every effort to accommodate those special needs, but we need to know about them beforehand.

- **Collect Project Boards, Forms, Research Papers, and Data Books** (if you are setting up projects for students). You may choose to keep the project boards together until Check-in at Palmer or you may send them home and allow students and parents to set up the boards. Students may update their boards before the Regional Fair if they choose. They cannot, however, change their project.
- **Communicate** with those checking boards into Palmer the Wednesday before the Fair. Make sure they have the information needed to get all projects checked and set up in the correct booth. If one person is checking in multiple boards, they should record the booth number of each project for students arriving the next day.
- **Communicate** information to students and parents about the Thursday event.

Wednesday, February 22, 2023

- **Check in at Palmer Events Center**, 900 Barton Springs Road, South Lobby, 3:00 p.m. – 7:00 p.m. Parking is free.
- **Clear your project(s) through Display & Safety** ([find rules here.](#))
- **Set up the project(s) in the assigned booth(s).** Be sure to save the Row:Booth number to send to the student(s) for Thursday's judging. We suggest taking a picture of the card(s) you will receive at registration with this information. This photo can be emailed to parents/students.

Thursday, February 23, 2023

- **Students should be at their project 15 minutes before judging.** Judging begins at 9:00 a.m. for Seniors and 1:30 p.m. for Juniors.
- **Attend the Awards Ceremony**, 7:00 p.m. – 9:00 p.m., to celebrate your students' achievements and the accomplishments of other Central Texas students.
- **Pick up Projects** after the awards ceremony between 9:00 p.m. – 9:30 p.m. Projects not picked up by 9:30 p.m. will be set aside until Saturday, February 25, 2023 and can be picked up that day between 4:30 p.m. – 5:00 p.m. Projects not picked up by 5:00 p.m. on Saturday, February 25, 2023 will be discarded.
- Parking will be free of charge for all participants at the Palmer Events Center Garage.

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.

- Judges' comment sheets will be returned to the schools.
- Awards not picked up at the Award Ceremony will need to be picked up by a school representative by appointment.
- 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.