



Dear NIRSEF Parents, Guardians, and Exhibitors:

The 2024 Northern Indiana Regional Science and Engineering Fair will be judged virtually on Saturday, February 24, 2024. The optional in-person Exhibition will be followed by the Award Ceremony on Tuesday, February 27, 2024 in Jordan Hall of Science at the University of Notre Dame. *The in-person Exhibition WILL NOT be determining the prizes for the Award Ceremony.* The Award Ceremony attendance is optional as it will be live-streamed and recorded. Prizes will be distributed, but if a student is not present, that award will be delivered to their school.

Due to the hybrid virtual and in-person nature of this years' event, please take note of each section below:

1. PARTICIPATION WAIVER

All students **must** have a signed Participation Waiver. You can download a blank form here: <https://sciencefair.nd.edu/assets/246123/nirsefparticipationwaiver.docx>

The signed waiver and forms 1, 1a, 1b (along with any additional forms that may be needed for your project) can be added to the Forms area on the Exhibitor's SEFI site under the "Forms" tab. You may also take a picture of the signed waiver form (ONLY) and send it to sciencefair@nd.edu.

2. REGISTRATION – February 15

All students are encouraged to complete their NIRSEF registration online by February 15, 2024. The fee to participate is \$15 per participant (not per project). All Payments will be handled through the Notre Dame website; there is NOT a cash or check option. The link for payment can be found at <https://sciencefair.nd.edu/> **Even if your school is paying the fee, you still need to complete the participant registration found at the bottom of the appropriate division.**

Click on your division on the left side and there will be a tab for "Student Registration." Emails listed on the registration site should be a parent email, and **not a school email**; often, school emails block messages that come from outside the school domain, including those from NIRSEF.

3. DISPLAY INSTRUCTIONS

NIRSEF is requesting a **traditional tri-fold science fair board** to showcase an exhibitor's project. Take pictures of each section of your board and any other display material and save as a jpeg or similar picture format on your computer. If your school project was on PowerPoint or Google Slides, you will need to also save each slide as a jpeg or similar picture format. You will also need to complete a quad chart and upload it to the CN. All pictures and forms will need to be uploaded on the CN.com website, which, in turn, will be linked to the exhibitor's Gather.town "booth." **Please note: no video, elevator pitch, or PowerPoint presentation is required or should be created for the site.**

4. JUDGING – Saturday, February 24

The virtual judging event will be held on a platform called Gather.town, the same platform as the previous two years. Check-in sessions will be set up before the actual fair, so all participants can see how the site works and find their booth. The Gather.town system only works with a laptop or desktop PC. **Phones and tablets are not supported at this time.** Please make arrangements with your school or teacher to have a computer available during your check-in time and judge time. Check-in information will be emailed, so please ensure that a correct/non-school email is provided at registration.

Judging will occur "live" with judges coming to each participants virtual booth. As in the past, there will be category ribbon as well as special award judges. Timelines for virtual judging on Saturday, February 24 are as follows:

Elementary Division (Grades 5 and below): 1-3pm

Junior Division (Grades 6-8) 9-12pm

Senior Division (Grades 9-12) 9-12pm

Please note: Students must stay online during the entire time of their division; as with an in-person fair, judges can virtually "walk" over and ask you questions at any point during the appointed frame. If judging ends early, we will make an announcement in Gather.Town to let you know you are free to log off. This is most likely to occur in the Junior Division.

5. OPTIONAL EXHIBITION – Tuesday, February 27

New this year, students have the option of bring their tri-fold projects for all to see in person. Parents, family, and friends are welcome to come check out all the amazing science fair projects. *You do NOT have to participate in the exhibition to come to the award ceremony.* **Set up starts at 4:30 pm** at Jordan Hall of Science. **The exhibition will run from 5-6:30 pm.** There will not be an electric outlet available so please just bring your tri-fold to present your project.

Check-in will be on the North Side of Jordan Hall of Science, so please see the parking map below for where to enter the building. If you enter through a different door, please be sure to come to the North Entrance to get check-in information.

6. AWARD CEREMONY – Tuesday, February 27

The NIRSEF Award Ceremony will take place at **6:30pm for all age divisions**. It will be held on Notre Dame campus at Jordan Hall of Science for participants and their families to attend, see map below. This will be live-streamed; a link will be provided to all participants—we encourage you to share it with your family and friends! The broadcast will also be recorded and shared via a link.

All NIRSEF participants receive either a 1st, 2nd, 3rd, or Honorable Mention ribbon within their Category taking into consideration the grade level of the exhibitor. Each project is to be judged relative to itself and the ISEF judging criteria, rather than relative to others in its Category. The Category Awards ensure that each project receives feedback and an accolade for participating but do not influence any potential awards including the Special Awards Teams' selections to advance to the Hoosier Science and Engineering Fair.

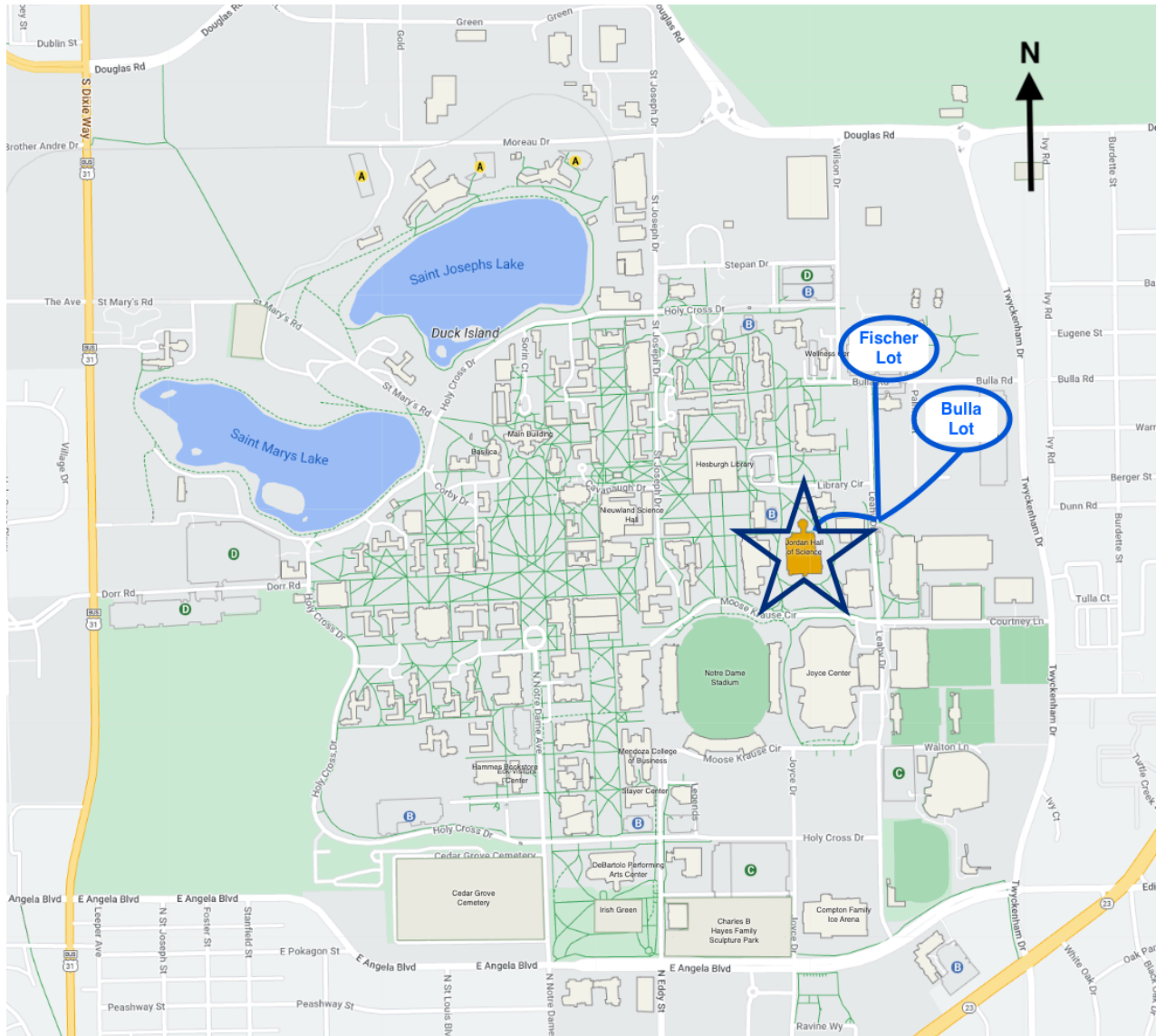
7. AWARD DISTRIBUTION

All awards that are not distributed in-person at the Award Ceremonies will be delivered to each school. All monetary awards will require a slip to be completed by the winner and returned to sciencefair@nd.edu. A check will be mailed to the winner once the completed monetary slip has been returned to NIRSEF.

OTHER NOTES

We ask that all students with Scientific Research Corporation (SRC) paperwork have it in the SEFI system under forms by February 15, 2024. The Quad Chart and all forms must be also uploaded to the cn.com site. See your fair coordinator for your unique Login ID and Password.

MAP OF NOTRE DAME CAMPUS



If you have a question that isn't covered in this letter, email us at sciencefair@nd.edu, and we will do our best to answer your questions. We look forward to seeing you and your projects, we appreciate all your hard work!