

INTEL ISEF 2009 FINALIST INSTRUCTIONS AND CHECKLIST



CONGRATULATIONS!

You have earned the opportunity to participate, along with more than 1,500 other students, in the Intel International Science and Engineering Fair from May 10-15, 2009 in Reno, Nevada. The Society for Science & the Public (SSP) staff, Intel, and Gathering Genius, the Nevada Host Committee, look forward to meeting you and serving as your hosts. You have been selected as an Intel ISEF finalist as a result of your excellent project at the local, regional, state or national level. Please read the following instructions to ensure your participation:

TEAMS: Please be sure that all team members are aware of the tasks below and that they go online at <http://www.societyforscience.org/isef/students/isefitems.asp> to complete the online processes. It is important to note that each team member must use their OWN email address and create their own UNIQUE password. (If you use the same password as your teammates or as others from your fair, you will overwrite their information.) Only the team leader will complete the abstract.

THINGS TO DO BEFORE COMING TO THE FAIR:

As an Intel ISEF Finalist you are **required** to:

- Sign and return the Code of Conduct & Releases.** The Code of Conduct & Releases form must be signed by both you and your parent/legal guardian and returned to Society for Science & the Public (SSP). (Print two copies; one to return to SSP and one for your records.)
- Sign and return the W-9 form.** The W-9 form is **required from U.S. students** to receive awards at the Intel ISEF. If the form is not returned, it will delay receipt of award payment until it is sent to Society for Science & the Public.
- Complete the Online Abstract and the Finalist Questionnaire.** Please see specific instructions at www.societyforscience.org/isef/isefitems/questpw.asp. Print two (2) copies of the official abstract and two (2) copies of the summary page of the Finalist Questionnaire after it has been electronically submitted. Send one (1) copy each of the abstract and the summary page with your ISEF forms. (The other copies are to bring with you to the fair and for your records.)
- Send a COPY of all of your Intel ISEF forms.** Upon completion of the Finalist Questionnaire, there will be a list of the ISEF forms required for your project based upon your answers in the questionnaire. All forms should be complete with appropriate signatures. They can come directly from you or your fair director, but **MUST** be received within 12 days of the end of the fair in which you participated. (Please ask your fair director for instructions.) Note: *Please check to be sure that the Approval Form (1B) submitted has the SRC approval signature at the bottom of the page; your paperwork will be delayed without this signature.*
- Keep at least one copy of all of your Intel ISEF forms for your records. Please do not send your originals to Society for Science & the Public.** You should **retain originals** of your Intel ISEF forms, complete with appropriate signatures, for your records.
- Bring a complete set of Intel ISEF forms with you to Reno.** Also bring data books, the previous year's abstract and research plan if a continuation, signed Human Subjects Form (4) if human subjects were involved or depicted on your display board, a sample copy of any survey administered in your project, and any other applicable paperwork.

GENERAL INFORMATION

- 1. Receiving Your Project ID:** After we receive your information as well as information from your fair, we will send to you an email with your project identification number/booth number. Please use this number for the shipping of your project display board. This number and other updated information will be posted on the website; we encourage you to return periodically in the weeks ahead of the Intel ISEF for any updated information.
- 2. Courtesy Call:** SSP staff will review all documents and Intel ISEF forms received. If a problem is discovered (e.g., missing signatures or forms) we will attempt to contact you (either via email or a phone call) to allow you to correct the problem prior to your arrival at the Intel ISEF. However, completion of required paperwork is the responsibility of participants. Your responsiveness is essential to ensure your participation in the Intel ISEF.
- 3. Publicity:** You may be contacted by the Intel public relations team or directly by press. We encourage you to share your project and accomplishments with the media so that other students might read about the event and draw inspiration from you.
- 4. Special Needs:** If you have any special needs (physical challenges or diet requirements), please inform your Fair Director in writing on a separate sheet of paper so that they may include it with the Official Party Registration and Finalist Certification. This information is extremely important so that we can make appropriate accommodations.
- 5. Registration:** Once you have completed registration, you will receive your Intel ISEF name badge. **YOU MUST WEAR YOUR NAME BADGE DURING ALL INTEL ISEF ACTIVITIES.** It will admit you to all events reserved for registered Intel ISEF participants and will identify you to others. Please read the enclosed Registration Procedures for complete information.
- 6. Project Set-Up:** Project Set-Up begins on Sunday, May 10 at 8:00 a.m. for all registered participants. If you requested a table for your display on the Finalist Questionnaire, one will be set up for you upon arrival; if you indicated the need for an electric power source, an outlet will be accessible near your booth. Many other resources will also be available, including the Finalist Resource Center that will contain computers with limited software, a copying machine, and other items such as scissors and tape to help in completing your project display. In case your project board is damaged or lost in transit, please plan to bring electronic copies of your board and report as a back-up. Please read the enclosed explanation of Project Set-Up and the Display & Safety inspection process.
- 7. What Should I Bring?:** Bring business attire to wear during judging and the Awards Ceremonies. Additionally, many students like to exchange pins that are representative of their home state or country—bring pins for trading if this is of interest. We strongly recommend that any cameras, cell phones, or other electronics you bring are clearly marked with your name and address. Please secure them at all times; there will be a lost & found box at registration and at the hub for misplaced items.

Questions & Concerns: If you have any questions or concerns, contact the Science Education Programs staff at Society for Science & the Public at 202-785-2255; fax number: 202-785-1243 (country code is 001); sciedu@societyforscience.org or **by mail at:**

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