



STUDENT CHECKLIST JUNIOR/SENIOR DIVISION

Please use this checklist to help complete the registration and judging process for the Greater Austin Regional Science and Engineering Fair.

Participate in your School or District Fair:

Register Online With STEM Wizard

- After your school and teachers have been added to our system, you can create a student account. Make sure to select the correct school name and teacher for the current year.
- Every PROJECT will have its own account in STEM Wizard. For team projects, one account will be set up for the team, but all team members will have their own login. This must be set up at the beginning. You can not add team members later. Make sure to have all the information you need prior to registering the account (including addresses, email addresses, and parent email addresses). Each student must have a unique email address (different from other students or teachers).
- If you forget your password, there is a “Forgot username and/or password?” link on the login page.
- Once you have an account in STEM Wizard, you will need to complete all the milestones listed. This will include using the rules wizard to determine what forms you will need, downloading those forms, filling them out electronically, getting all the appropriate signatures, and uploading the completed documents.
- Make sure to meet all deadlines in STEM Wizard, or you will not be able to advance to our fair.

Begin Your Science Fair Project

- After you have completed your paperwork and received your approvals, you may begin experimentation.
- Take notes and photos as you collect your data.
- Once you have analyzed all your data and drawn conclusions. Make sure to complete your abstract and submit it in STEM Wizard as well as any other milestones you still need to complete.

Create Your Project Board

- Create your project board following the [ISEF Display and Safety Regulations](#). **Beginning in 2024, GARSEF will not allow demonstration items into the exhibit hall.** Only boards, binders, paperwork, and laptops/tablets are allowed. Use the [Project Board Template](#) to help you with your board. **You will need both a physical and a virtual project board for the 2024 fair.**
- If your school or district has a local fair, you will need to participate and qualify for the regional fair.
- If your school selects your project to advance to the Regional Science Festival by the **deadline of January 25, 2024**, follow the steps below. **All regional deadlines are firm; no late entries will be accepted.**

Advance to the Greater Austin Regional Science & Engineering Fair:

STEM Wizard Steps to Complete Registration

- As soon as your school advances your project to the regional fair in STEM Wizard, log in to STEM Wizard, make any changes, confirm your category, and complete the milestone to register for our fair. **Deadline - January 25, 2024 at 11:59 p.m.**
- Check STEM Wizard daily for SRC requests or approval. Once approved, print a copy of your SRC-stamped Abstract and Forms IC and/or 7 (if required for your project, they must be single-sided).
- After SRC approval, complete your virtual presentation board by adding the SRC approved abstract and forms IC and 7 (if applicable). Save the presentation as a pdf. This should be one document, but can have several pages. Make sure the pdf is less than 5 MB. You may need to reduce the size or number of pictures in your presentation. Upload your completed virtual presentation and other items for judges review in STEM Wizard. **Deadline - Friday, February 9, 2024 at 5:00 p.m.**

Project Board Setup

- **February 21, 2024, 2:30 - 7:00 p.m., Palmer Event Center**
- Check in at Palmer Events Center, 900 Barton Springs Road, South Lobby, 2:30 p.m. – 7:00 p.m.
- Clear Registration, Display & Safety, and set up your project in your booth. You will need to display your SRC-stamped Abstract and Forms IC and/or 7 (if required for your project, must be single-sided). Don't forget your research paper and data book if you have those. Only boards, binders, laptops/tablets, and project paperwork are allowed at the booth. Your teacher may have someone check your project in for you.

Greater Austin Regional Science and Engineering Fair

- **February 22, 2024, Palmer Event Center**
- Check the Fair Schedule for specific details of the event.
- Students are encouraged to bring a book to read in between judges' visits.
- Dress nicely for your presentation, but remember that you will be standing for a long time on concrete floors, so wear comfortable shoes. It is usually cold in the Exhibit Hall, so you may want to bring a sweater/jacket.
- Please be at your project 15 minutes before judging. Judging begins at 9:00 a.m. for Seniors and 1:30 p.m. for Juniors.
- [Be prepared for judging](#). You should be prepared to give your judges a summary of your project in the first 1-2 minutes and then answer questions.
- SENIOR DIVISION - Projects that advance to Second Tier Judging will be notified during the Senior Division Judging session in the morning. Those students' project boards will be moved to a different area while the students are still present. Those students will then be released to have a quick lunch before Second Tier Judging begins. Not all categories will have students selected for Second Tier Judging. This does not mean that students released early will not receive awards.

- Attend the Awards Ceremony, 7:00 p.m. – 9:00 p.m. to celebrate your achievements and the accomplishments of other Central Texas students. If you can not attend, you must select another student or teacher to pick up any awards you receive and to dismantle your project.
- Dismantle projects between 9:00 p.m. – 9:30 p.m. Projects not picked up by 9:30 p.m. will be set aside. Projects not picked up by 4:30 p.m. on Saturday, February 24, 2024 will be discarded.
- Parking will be free of charge for all participants at the Palmer Events Center Garage.

FAIR SCHEDULE

Wednesday, February 21, 2024	2:30 – 7:00 p.m.	Check-in and set-up for the Junior and Senior Projects
Thursday, February 22, 2024	8:00 a.m.	Senior Division Judges Sign-in, Review Requirements & Assignments
	9:00 a.m. – 12 noon	Senior Division Judging (<i>Attending students must be at their project</i>) <i>It is recommended that students be at their project at 8:45 a.m., 15 minutes before judging begins.</i>
	12:45 p.m.	Junior Division Judges Sign-in, Review Requirements and Assignments
	1:00 – 3:45 p.m.	Second Tier Judging for the Senior Division
	1:30 – 4:30 p.m.	Junior Division Judging (<i>Attending students must be at their project</i>) <i>It is recommended that students be at their project at 1:15 p.m., 15 minutes before judging begins.</i>
	5:30 – 9:00 p.m.	Public Viewing of Junior and Senior Division Projects
	7:00 – 9:00 p.m.	Junior and Senior Award Ceremony
	9:00 – 9:30 p.m.	Dismantle Projects

Junior/Senior projects not picked up by 9:30 p.m. on February 22 will be set aside until Saturday, February 24th. These projects can be picked up at Palmer Events Center on February 24 between 4:30 p.m. – 5:00 p.m. **Projects not picked up by 5:00 p.m. on February 24 will be discarded.**