



## TEACHER CHECKLIST JUNIOR/SENIOR DIVISION

<b>Deadline to Start Student Registration in STEM Wizard:</b>	<b>Dec. 1, 2023</b>
<b>Deadline for Jr/Sr Registration in STEM Wizard:</b>	<b>Jan. 25, 2024</b>
<b>Deadline for Submissions for Judges Review in STEM Wizard:</b>	<b>Feb. 9, 2024</b>
<b>Project Fee:</b>	<b>\$25.00 per project</b>

### September 2023

- Attend the GARSEF Junior/Senior Division Teacher Orientation**  
Thursday, September 7th, 5:00 - 6:30 p.m on-line.
- Review the [ISEF Rules](#).
- If you are new to participating in the science fair and need extra help, please let us know as soon as possible via email: [JRSRstaff@austinscience.org](mailto:JRSRstaff@austinscience.org). We will assign you a teacher mentor to help you through the process.
- Plan your School's Science Fair** so that you have time to finalize your winners in STEM Wizard by the deadline. We recommend no later than January 19, 2024.

### Registration in STEM Wizard

- Registration will be handled by [STEM Wizard](#). In order to have your school added to our list of schools in STEM Wizard, please email [JRSRstaff@austinscience.org](mailto:JRSRstaff@austinscience.org). **School registration must be open and student registration started by December 1, 2023.**
- After the school is added, each teacher who is sponsoring students will need to create an account. Once approved, teachers will be listed in the drop down menu for your school.
- Once your school and teachers are registered, you can begin student registration.
- 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 STEM Wizard 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 registration. Projects must have all their paperwork/forms completed and uploaded into STEM Wizard before the registration deadline.
- 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 STEM Wizard 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 25th Deadline

- **Review all 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 steps in STEM Wizard to select your projects to advance before the deadline of **January 25, 2024 at 5:00 p.m.** There will be a training session to show you how to do this.
- Have students log in to STEM Wizard, make any changes, confirm their category, and complete the milestone to register for our fair by **January 25, 2024 at 11:59 p.m.**

## After the Deadline, Before the Fair

- Have students check daily for GARSEF 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 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 and all other submissions for the judges review in STEM Wizard.**
- If there are any **special needs** judges or staff need to be aware of, please email [JRSRstaff@austinscience.org](mailto:JRSRstaff@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 physical project 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. **Only boards, binders, laptops/tablets, and paperwork will be allowed in the exhibit hall.** 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 21, 2024

- **Check in at Palmer Events Center**, 900 Barton Springs Road, South Lobby, 2:30 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 22, 2024 ([full schedule](#))

- **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 Award 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. 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.

## 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 unless payment is made through STEM Wizard.

**Thank you for all your work with your students!**

It is a big job and we appreciate your efforts.

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