

ITEC Student Technology Fair

Iowa State Memorial Union

Tuesday, April 12, 2011



Guidelines and Information – Please read carefully.

All information is being sent electronically and posted on the ITEC [Tech Fair web page](#).

Thank you for registering students for the Central Iowa Tech Fair! The central fair is the largest of the three regional fairs with 250 student projects. We've had such an overwhelming response this year that we've had to limit the number of projects for the first time due to space and availability of judges. We're looking forward to another successful fair!

The following information is provided to make sure that you, as a sponsor, have all the information you need to have a positive, successful tech fair experience. All information will also be posted on the [Tech Fair web page](#). Please review the following and keep this **Guidelines and Information** document so you may refer to it again as the fair gets closer.

Confirmation of Registration & Payment

Please be sure to email us if you have students who have registered but will not be attending the tech fair. Please make POs or checks to ITEC for the \$5 registration fee per participant and mail or fax to:

Jeff Sypersma
ITEC
2727 S. Lyons St.
Sioux City, IA 51106
(712) 222-6069 (fax)

Location of the Student Tech Fair

(maps are also posted on the [Tech Fair web page](#))

Iowa State University, Memorial Union

http://www.mu.iastate.edu/en/maps_directories/directions_to_the_mu/

Ballroom and Great Hall on the second floor (click on second floor map)

<http://www.mu.iastate.edu/index.cfm?nodeID=21788&audienceID=1&albumID=1513&action=dspalbum>

Schedule: The facility will be open at **8:00 A.M.** Tuesday, April 12, 2011. You must be ready for judging by **8:45 A.M.** Judging and awarding of blue and red ribbons will be completed by 11:30 AM. Special awards (purple ribbons) will be announced between 11:30 and 11:45. **Projects should stay in place until 11:45 and tear down should wait until after purple ribbons have been awarded.** Please remember that purple ribbons are awarded to school districts, not individual students, and should remain in the district. The event will be over at 12:00 p.m. for all participating students and teachers. **An educator must accompany students participating.**

Check-in: Each sponsor should check in upon arrival at the Technology Fair registration table right outside the ballroom.

Student Supervision: An educator must accompany students that are participating in the tech fair. Students are to be supervised at all times and for security reasons students are expected to stay in the ballroom the entire time. It is helpful if students bring quiet activities for down time.

Equipment: Only tables (8ft.) and electricity will be provided. You should have received directions for indicating which projects should be grouped together. Up to three entries may be assigned to each table. Up to three entries may share equipment (computer/power, etc). Participants must bring their own hardware, software, power strips, accessories, speakers or 2 pair headphones/earbuds (if project has

sound), and broadband/cell cards (if you desire an Internet connection).

Internet connections will NOT be provided.

If sound is important to your project please have earbuds/headphones for judges. Please do not bring sub-woofer speakers as judges, participants, & spectators have found these distracting in previous years.

Since this is a Student Technology Fair, display boards are no longer a requirement of the presentation process. All documentation, flow chart or storyboard, should be in the form of a portfolio printed and placed on the table next to the computer/project.

Graphics/Publishing: Entries are printed products and will have approximately three feet of table space. Participants may bring a computer for sharing their process with judges.

Presentation: Students will have about 10 minutes to share their project with the judging team. Students will be judged on their presentation skills as well as the project.

Judging: Each entry will be judged by a pair of judges (in most cases) and awarded a blue or red ribbon. All judging will be completed the morning of the event. All judges are volunteers and their decisions are final. Judges will be using a Criteria Form. PDF files of rubrics can be found on our website at: http://www.itec-ia.org/en/tech_fair/

Purple Ribbons: At the judging teams' discretion, each team may award a Judges' Choice purple ribbon. Purple ribbon awards will be announced after judging is completed (approx. 11:45). Students with projects receiving purple ribbons will be asked to present their projects on either October 17th or 18th at ITEC's annual conference in Des Moines, Iowa. <http://www.itec-ia.org/>.

Photos: Photos will be taken throughout the event for ITEC and may be used at the discretion of ITEC. Media may also be present during the event.

Copyright: All entries must be original and abide by existing copyright laws and guidelines. <http://www.iowaonline.org/vnews/display.v/ART/48d13d04446d2>

Food: Snack and a beverage will be available to students during the event. Lunch will not be provided. Sponsors may want to consider eating in Ames. A list of local restaurants within the Ames area is posted on the [Tech Fair web page](#).

****Parking Issues:** (see maps on the [Tech Fair web page](#))

Memorial Union does not have space for parking buses, vans, and automobiles of any kind. Students will need to be dropped off at the entrance before the vehicle is parked south of Stephens Auditorium in lots A4 & B6 of the Iowa State Center (ISC) Parking lot. Their drivers will take the Cy-Ride bus (free "orange route") back to the Memorial Union; about a 20-25 minute ride.

Because of the possibility of sponsors being drivers, some sponsors may not be with students until the vehicle is parked. Therefore, IF it is imperative the sponsor be the driver, we will have adult supervision for students from the drop-off entrance at the Memorial Union to the ballroom itself. Refer to maps on the [Tech Fair web page](#).

On the [Tech Fair web page](#) you will find maps for:

- Memorial Union entrance map
- Campus map of the Memorial Union
- Memorial Union Second Floor map
- Bus parking
- Orange route map & schedule <http://www.cyride.com/routes/Fall/wdorange.html>

(The Memorial Union stop is between "Parks Library" and "ISC Parking".)

Please let parents know they can also park in lots A4 and B6 (south of Stephens Auditorium), off S. 4th Street.

Emergency Information: We have never had to cancel a student tech fair because of weather. However, if the weather becomes severe, use your own discretion. This fair encompasses students from central northern to central southern Iowa. The weather may be a factor for some districts but not others. If the fair is canceled because of weather we will notify the local television stations. Also, Keith Lyles will be the contact person for fielding questions concerning the fair and weather (515-975-2195).

Please contact one of the following ITEC board members with questions, concerns or needed clarifications:

Keith Lyles (keith.lyles@dmpls.k12.ia.us)

Kendra Wolf (kwolf@adel.k12.ia.us)

Ann Howe (howe@comet.n-polk.k12.ia.us)

Lance Wilhelm (lance.wilhelm@ames.k12.ia.us)

http://www.itec-ia.org/en/tech_fair/central_student_technology_fair/