

ITEC Student Technology Fair

Iowa State Memorial Union

Tuesday, April 13, 2010



Guidelines and Information – Please read carefully.

All information is being sent electronically and in packet form.

Thank you for registering for the 2010 Central Iowa Tech Fair! Please review the following information regarding the tech fair and complete the enclosed/attached **Registration Confirmation Form**. Please keep this **Guidelines and Information** document so you may refer to it again as the fair gets closer. You will receive a second packet of information via AEA van mail/email with additional forms after we receive your Registration Confirmation Form.

Enclosed in this packet (all forms and letters enclosed in this packet and the second packet will be posted on the Central Iowa Tech Fair web site – refer to the address at the bottom of this letter):

- **Registration Confirmation Form – due March 26, 2010**
- **Consent and Release form for students to be signed by parents/guardians**

The Registration Confirmation form is due Friday, March 26, 2010.

Enclosed/attached is the registration confirmation form. This form is to be copied, filled out, and sent in for each project. As an alternative we have sent the form electronically for those wishing to digitally fill out the forms for each project. Please send all confirmation forms that are hard copies to Toy Waterman either through the Heartland van delivery system or by mail (Heartland AEA, 6500 Corporate Dr., Johnston, Iowa 50131). Please make POs or checks to ITEC for the \$5 registration fee.

Photo Consent:

There is a consent form enclosed for parents to sign for their student regarding consent and release of photos that may be taken for ITEC publications and publicity. Please have the form completed and submit with registration form if possible, or bring it with you to the tech fair. Photos will be taken throughout the morning. The registration confirmation form also has a checkbox to indicate whether the student has completed the consent form. You may also want to check your district/school policies that address parental consent for student photos.

Location of the Student Tech Fair: (maps will be in the 2nd packet)

Iowa State University, Memorial Union

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

Ballroom and Great Hall (click on second floor map)

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

Schedule:

The facility will be open at **8:00 A.M.** Tuesday, April 13, 2010. 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 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.

Equipment: Tables (8ft.) and electricity will be provided. Up to three entries may be assigned to each table. Participants must bring their own hardware, software, power strips, and accessories. Up to three entries may share equipment. **Internet connections will NOT be provided.**

Graphics/Publishing: Entries are printed products and will have approximately three feet of table space. Participants may bring a computer if needed 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 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 October 11 or 12, 2010 at ITEC's annual conference in Coralville, Iowa. <http://www.itec-ia.org/>.

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 will be e-mailed/enclosed in the 2nd packet to sponsors before the event.

Student Supervision: Students are to be supervised at all times. It is helpful if students bring quiet activities for down time. Students are expected to stay in the ballroom the entire time for security reasons.

*****Parking Issues:** 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 (see map) before the vehicle is parked at the Stephens Auditorium, lots A4 & B6, parking area where drivers will take the Cy-Ride bus (orange route) back to Memorial Union, about 20-25 minutes. 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 links above to maps; maps will also be included in the 2nd packet.

Visitors can park in lots A4 and B6 (just south of Stephens Auditorium), off S. Fourth Street. A free "orange route" Cy-Ride bus to campus makes pick-ups every 5 to 20 minutes on weekdays."

Orange Route Bus Schedule: <http://www.cyride.com/routes/Fall/wdorange.html>

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 northern to southern Iowa. The weather may be a factor for some districts but not others. If the fair is cancelled 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@dmps.k12.ia.us)

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

Sandi Lathrum (slathrum@norwalk.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/