Austin Energy Regional Science Festival 2021
JUNIOR/SENIOR DIVISION TEACHER CHECKLIST

All of the Austin Energy Regional Science Festival will be virtual this year.

1. Attend the Teacher Orientation session held on September 3, 2021 (see schedule for details). Additional Topic Oriented Sessions will be scheduled throughout the year.

2. If you are unable to attend the orientation session, the orientation documentation will be available on-line at www.sciencefest.org. If this is your first year participating in a science fair or you are in need of extra help, please let us know as soon as possible via e-mail: sciencefest@austinenergy.com. We will schedule a session to help get you set up in Scienteer.

3. Students will need to create virtual presentation boards following the rules and guidelines in the template provided. This will take the place of a physical display board. http://www.sciencefest.org/images/pdfs/JSProjectTemplate.pptx

4. Registration will be handled by Scienteer. If you had an account last year, simply log in. Please consider entering your cell phone number, since schools may be closed. Check your email address in Scienteer to make sure it is up to date. If your school did not participate last year, you must e-mail: sciencefest@austinenergy.com to request an account.

5. After you have set up your school account you must log in and complete the required steps and add Teachers/Adult Sponsors. Fair administrators need to delete outdated fair administrators, teachers, SRC members, and IRB members who are no longer part of your science fair program. All users should log in daily to check for messages or signature requests.

6. Teachers will provide NEW students with a special link to register. If the students used Scienteer last year, they don’t need the link, they just need to login.

7. There is no limit to the number of students that can create accounts and work on their projects. In the end, the school will select only the projects that will advance online. Each school is allowed to send up to 75 projects.
8. Projects must have completed all of their steps before the school can select them to advance.

9. Follow the online steps, select your winners and finalize before the deadline of Thursday January 28, 2021. This includes students selecting their category and confirming their projects. This year it is especially important that projects are immediately advanced for SRC review. **No late entries will be accepted.**

10. After SRC approval, make sure students upload their completed virtual presentations in pdf format using the link provided by the deadline of **5:00 p.m. on Thursday, February 4, 2021 for the Senior Division and 5:00 p.m. on Friday, February 5, 2021 for Junior Division. No late entries will be accepted.**

11. Judging Interviews will be done on-line. Check with students to make sure they attend their assigned Judging Session(s). If available, provide a quiet location with good internet service at school for judging sessions. Students will need to test their internet connection, sound, and video before their interviews.

12. The Award Ceremony will be on-line at 7:00 p.m. on Thursday, February 25, 2021. Encourage your students to watch the award ceremony.

13. Trophies and awards will need to be picked up by a school representative the week of March 1-5, 2021 (by appointment only). Trophies and awards will need to be distributed to students.

14. All projects and registrations will be done online and paperless (including the media release forms, signatures, etc). There will be no paper to turn in.

15. An invoice will be sent with payment instructions after the fair is over.

www.sciencefest.org