



## Austin Energy Regional Science Festival 2012 TEACHER CHECKLIST – JUNIOR/SENIOR DIVISION

**Please use this checklist to help successfully complete the registration process for the Austin Energy Regional Science Festival.**

- Attend one of the Science Festival Teacher Orientations (Thursday, September 15 or Tuesday, September 20) or be briefed by your school's attending teacher.
- Request extra copies of Intel ISEF Handbooks for teachers and students as needed. The Junior/Senior Handbook or individual forms can be downloaded from our website.
- Print a copy of the **Science Festival Student Checklist** for each student.
- Establish an **Institutional Review Board (IRB)** for your school (including a science teacher, an administrator, and a professional in a scientific field). The IRB must approve all projects involving human subjects, vertebrate animals, hazardous biological agents, or Drug Enforcement Agency controlled classified substances **prior to experimentation**.
- Have students use the **Intel ISEF Rules Wizard** (at <http://www.societyforscience.org/isef/students/wizard/index.asp>), to take them through a step-by-step process to determine which Intel ISEF forms they must use for their project. **All students must complete Forms I, IA, IB, a Research Plan, and an Abstract.** Some project topics will require additional forms.
- Remind students to have **Approval Form IB** signed by their parent/guardian and **Form I** by their adult sponsor (teacher or parent/guardian) **prior to the start of their experiment**.
- Have students check all forms for required signatures and dates.
- Copy the 2012 Intel ISEF paperwork for each student. **STUDENTS MUST ALWAYS KEEP THEIR ORIGINAL PAPERWORK.** They will need it if they do a continuation project next year.
- Print a **Media Release Form** for each student. This form is required for Science Festival registration.

**Saturday, January 28, 2012 from 8:00 a.m. – 1:00 p.m.**

- We suggest that you bring your students' paperwork to the SRC Document Review Day (721 Barton Springs Road, Assembly Room) to have the Austin Energy Regional Science Festival SRC members check completeness of paperwork forms and to allow time for corrections prior to the submission deadline.

*(More on the next page)*

**By Thursday, February 2, 2012 at 5:00 p.m.**

- Complete online SCHOOL registration and make payment.** If using payment other than check, please retain a copy of the credit card receipt or the PO number. Register online at [www.sciencefest.austinenergy.com](http://www.sciencefest.austinenergy.com).
- Ensure all students **complete online PROJECT registration.** Obtain a copy of their registration confirmation.
- Complete online registration of Volunteers and Judges. Each school should provide one judge and one volunteer for every 10 school projects. Register online at [www.sciencefest.austinenergy.com](http://www.sciencefest.austinenergy.com).
- Obtain the following from each participating student:
  - the **original** Austin Energy Code of Conduct/Media Release Form, signed by their parent/guardian
  - a copy of the student's project registration confirmation
  - a copy of all Intel ISEF paperwork
- Submit the complete school packet to Austin Energy (721 Barton Springs Road, Austin, Texas 78704).** The building is open **24 hours a day, 7 days a week.**
- Watch for an email message from the **Science Festival SRC requesting corrections** to paperwork.

**Tuesday, February 14, 2012, by 5:00 p.m.**

- Submit any **corrections** of Intel ISEF paperwork requested by SRC to the Austin Energy Regional Science Festival via fax or email.

**Wednesday, February 22, 2012**

- Check in at Palmer Events Center\*, 900 Barton Springs Road, South Lobby, 3:00 p.m. – 7:00 p.m.
- Clear Registration, Display & Safety, and set up project.

**Thursday, February 23, 2012**

- Recommend students be at their project 15 minutes before judging. Judging begins at 9:00 a.m. for Seniors and 1:30 p.m. for Juniors.
- If possible, attend the Awards Ceremony, 7:00 p.m. – 9:30 p.m. to celebrate your students' achievements and the accomplishments of other Central Texas students.
- Dismantle Project, 9:30 p.m. – 10:30 p.m.

Junior/Senior projects not picked up by 10:30 p.m. on February 23 will be set aside until Saturday, Feb 25. These projects can be picked up at Palmer Events Center on February 25 between 4:30 p.m. – 5:30 p.m.

**Projects not picked up by 5:30 p.m. on February 25 will be discarded.**

\* Parking will be free of charge for all participants at the Palmer Events Center Garage.