SSEF Project Presentation Guidelines

The 2024 State Science and Engineering Fair will be held in-person this year. All participants are required to compete in person. Participants will submit a project presentation video and other materials during registration in zFairs. These online submissions will be available to judges along with in-person presentation materials to score for each project. Review project submission/presentation materials and requirements listed below carefully.

zFairs Entry Materials

Here is a list of materials and their requirements, to submit to zFairs during registration.

Required	**Video**- Submit a link to your project presentation video during the registration process. The video should summarize all aspects of your project. These videos will be available to the judges for scoring, in addition to in-person presentations. (*Some of the sponsored awards judges will only be judging virtually and will rely on these videos to determine winners*).
	
	 Requirements:
	
	 ● **Video Length** - Video length may not exceed a **maximum of 12 minutes**. The length of your video is your choice, take the time <u>you need</u> to explain your project.
	 ● **Acceptable Presentation Formats**
	    ○ Narrated Slideshow **-** Project presentation elements appear on slides accompanied by the project author(s) voice/video narration to describe/discuss the information on each slide.
	    ○ Talking in front of your board - Project author(s) stand in front of a physical display such as a folding display board or printed poster.
	    ○ Talking without a board- Project author(s) stand in front of a plain background or background of their choosing to discuss their project
	 ● **Video Links** - **Your video is required to be uploaded to YouTube.** See instructions on how to upload video, unlisted, to YouTube below. Set your video permissions to allow all persons with the link access. **Do not set video settings to private.**
	
	  Quick Guides
	    ○ 📄 Guide to publishing an "unlisted" video to YouTube

Required	**Abstract**- Upload a document that is titled "abstract" and contains the following information.

	An abstract provides a SHORT overview of your project written after you have completed it. It tells a reader why something was done, how it was done, and what the results were. It is not an exhaustive description of the project or your results. Abstracts for both high school and middle school projects must **NOT** exceed 250 words. Abstracts in violation of the length limit will be sent back to the student for correction. **Quick Guides** ● [ISEF Guide- How to Write an Abstract](#) ● [ISEF Abstract Form](#)

Required	**Project Poster/Quad Chart-** For in-person judging, you will use a quad chart as your presentation poster. Your quad chart must consist of 4-6 pages and give a concise overview of your project. Quad charts are designed to be more visual than detailed in order to quickly introduce your judges to what is important about your project. Follow the layout and formatting guidelines below. Once completed you must upload the quad chart file in PDF or JPG format on zFairs.
	
	Requirements:
	
	● **Quad Chart Layout:**
	  ○ Quad charts must follow a specific layout consisting of four quadrants:
	    ■ Quadrant 1: Research Question/Engineering Goal
	    ■ Quadrant 2: Methodology/Project Design
	    ■ Quadrant 3: Data Analysis & Results
	    ■ Quadrant 4: Interpretation & Conclusions
	● **Number of Pages:**
	  ○ Quad charts can have a minimum of four pages and a maximum of six.
	  ○ You may extend any quadrant with up to two additional pages, making a total maximum of six pages.
	● **File Upload:**
	  ○ Upload the quad chart to Zfairs as one combined PDF or JPG file.
	  ○ If you use formats such as Microsoft Word or PowerPoint, your file must still be uploaded to zFairs as a PDF or JPG.
	  ○ Upload as the "Digital Display Board" entry.
	● **Page Size:**
	  ○ When printed, each section must be on a page no larger than the American standard 8½" x 11".
	● **Font Requirements:**
	  ○ Choose a font that is easy to read.
	  ○ Font size may not be smaller than Arial 18 pt.
	  ○ You may use a smaller font size, down to 12 pt. for figure captions or photo credits.

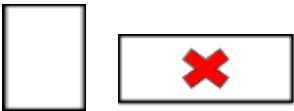|	
	Additional Information: - You may display pages in portrait or landscape format. **Uploading to Zfairs** - You can create your quad chart in Microsoft Word, GoogleDoc or Powerpoint. - In order to upload your quad chart to zFairs you the quad chart must be saved as one single file document such a PDF or JPG. **Quick Guides** Quad Chart Format: 📘 Science Project Poster Format and Example 📘 Engineering Project Poster Format and Example Example Quad Charts: 🟨 Quad Chart Template 📘 Landscape Example Quad Chart and Info 📘 Portrait Example Quad Chart and Info 📘 Example Quad Chart with 6 pages and Title Page 📘 Example Presentation Poster Boards
Optional	**Additional files** - Additional files consist of other project information you want to provide to judges for review. Additional files are not required. You will be allowed to upload six additional files. These files will need to be in PDF, PNG, or JPG format. - Additional files may contain any useful materials such as: - Photos (*all photos are required to have credits*) - Lab notebook pages - Additional graphs - Items from your tri-fold board or project presentation slideshow

In-Person Presentation Materials

All students will be presenting to the judges in person this year. ==**We will not be using the traditional tri-fold board display in the project hall this year**==. We are asking all students to present a quad chart on a foam poster board. Here is what is needed for in-person presentations:

Required	**Presentation Board**- For in-person judging, you will print your quad chart pages to display on a foam poster board. The presentation board is a single panel poster board that will include the project title and quad chart pages. Poster stands will be provided for you. **Requirements:** ● **Poster Presentation Board Size**: You are required to use a single panel poster board **no larger** than the following dimensions. Trifold boards will not be allowed in the project hall: ○ Width (side to side): 24 inches ○ Height (floor to top): 36 inches ○ Depth 3/16" ● **Quad Chart Size and printing:** ○ Print all pages of your quad chart on American standard 8½" x 11" pages. ○ Your display board must not exceed six, separate 8½" x 11" pages. ● **Font size:** ○ Use a minimum font size of Arial 18 point or a similar size. ○ Ensure the font is legible by printing and reading your quad chart from 2-3 feet away. ● **Orientation**: ○ Display your project presentation poster board in portrait orientation (vertical), not landscape ● **Title and Author Information:** ○ Include the title and name(s) of the author(s) on your board. ○ The title and author information can be either printed or handwritten. ● **Creative elements:** ○ You are encouraged to decorate your board how you like! You can pick the colors of your board. You can pick the colors and fonts of the text that will go on your board. *Please note: If you are in need of assistance in sourcing a poster board you will need to contact ssefprogmanager@mnmas.org by 3/10/24 and make this request so that a foam board will be provided for you at the event. A smaller poster board is recommended for individuals with only four sheets of paper.*
Required	**Required Documents for Display-** Print and display the following required paperwork at your booth. Tape will be provided to tape your paperwork to the front edge of the table.

	Required paperwork to display: - Abstract- <u>Abstract Form</u> - Both pages for Form 1C (if applicable) - **<u>Regulated Research Institution (1C)</u>** - Form 7(s) (if applicable)- **<u>Continuation Projects Form (7)</u>** (*Required for projects that are a continuation/progression in the same field of study as a previous project.*) **Quick Guides** - <u>ISEF Rules Wizard</u>- The Rules Wizard has been designed as a first step to help determine what forms and approvals are necessary before beginning a science fair project. - 📄 Presentation Display with Required Documents Example *If you are in need of assistance in preparing these materials, please contact ssefprogmanager@mnmas.org.*
Optional	**Model-** Participants are allowed to display a prototype or model of their project along with their presentation board. Models will be subject to pass display and safety regulations to be displayed in person. - **Items that are NOT allowed at your display can be found below:** - 📄 List of Items NOT allowed to display **Quick Guides** - 📄 Display and Safety Check Off Form 2023.docx - All projects must adhere to the Display & Safety requirements of the affiliated fair(s) in which they compete to qualify for participation in ISEF. Please reference this checklist when preparing your presentation materials. *Project presentations that do not follow this checklist will be flagged.*

Optional	**Binder/Document Holder -** Participants may present a binder or document holder in person This binder may contain any documents, graphs, photos, etc that you want to present while speaking to judges. Essentially, this is a way for you to display anything you were not able to put on your board. You are encouraged to follow ISEF guidelines for items you add to your binder.
	
	- **Additional files that are allowed in your binder:**
	
	   ■ Photos (*All images MUST BE properly cited.*)
	   ■ Lab notebook
	   ■ Additional graphs
	   ■ Paper items from your tri-fold board (*if you presented on a tri-fold at*

regionals)

- **Additional items that are NOT allowed in your binder:**

  - All items in your binder must be paper. This cannot contain other materials i.e. powders, liquids, etc.

Quick Guides

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If you are in need of assistance in preparing these materials please contact ssefprogmanager@mnmas.org.