

## SSEF Project Presentation Guidelines

The 2023 State Science and Engineering Fair will return to an in-person format 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.

<b>Required</b>	<p><b>Video-</b> 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 .</p> <p><b>Requirements:</b></p> <ul style="list-style-type: none"><li>● <b>Video Length</b> - Video length may not exceed a <b>maximum of twelve minutes</b>. . The length of your video is your choice, take the time <u>you need</u> to explain your project.</li><li>● <b>Acceptable Presentation Formats</b><ul style="list-style-type: none"><li>○ 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.</li><li>○ 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.</li><li>○ Talking without a board- Project author(s) stand in front of a plain background or background of their choosing to discuss their project</li></ul></li><li>● <b>Video Links</b> - Permissions to your video links must allow all persons with the link access to the video. Settings for videos should not be set to private. (<i>We recommend that you use youtube or google drive links.</i>)</li></ul> <p style="text-align: center;"><b>Quick Guides</b></p> <ul style="list-style-type: none"><li>○ <a href="#">Guide to publishing an “unlisted” video to YouTube</a></li><li>○ <a href="#">Guide to Changing Google Drive Privacy Settings for Files or Folder</a></li></ul>
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<b>Required</b>	<p><b>Abstract-</b> Upload a document that is titled “abstract” and contains the following information.</p>
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An abstract provides a SHORT overview of the project and should be done after the project has been completed. 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 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-** Presentation posters for in-person judging will display a quad chart. The quad chart will be a single document file, divided into four sections/pages, providing a high-level summary of the 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.




#### Requirements:

- Quad chart must follow the following layout. (*see layout examples below*):
  - Quadrant 1: Research Question/Engineering Goal
  - Quadrant 2: Methodology/Project Design
  - Quadrant 3: Data Analysis & Results
  - Quadrant 4: Interpretation & Conclusions
- Upload the quad chart to Zfairs as one combined document or PDF file.
- The quad chart document should be in commonly used formats such as Microsoft Word, Adobe Acrobat PDF or PowerPoint files.
- Each section must be on a page no larger than American standard 8½" x 11".
- You can choose the font that you'd like to use.
- For standard comparison, font size should not be smaller than Arial 18 pt. You may use a smaller font size, down to 12 pt., for figure captions or photo credits.
- You are allowed up to two additional pages to extend any quadrant. (*This equals a maximum of 6 pages for your quad chart.*)
- You may display pages in portrait or landscape format.

#### Quick Guides


#### Quad Chart Format

- [Science Project Poster Format and Example](#)
- [Engineering Project Poster Format and Example](#)

	<p>Example Quad Charts</p> <ul style="list-style-type: none"> <li>•  Landscape Example Quad Chart and Info- Overcoming Opioids</li> <li>•  Portrait Example Quad Chart and Info- Overcoming Opioids</li> <li>•  Example Quad Chart with 6 pages and Title Page - Overcoming Opioids (Examples pulled from project completed by 2022 SSEF participant Stavva Arora)</li> </ul>
<p><b>Optional</b></p>	<p><b>Additional files</b> - 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 PNG or JPG format.</p> <ul style="list-style-type: none"> <li>• Additional files may contain any useful materials such as: <ul style="list-style-type: none"> <li>○ Photos (<i>all photos are required to have credits</i>)</li> <li>○ Lab notebook pages</li> <li>○ Additional graphs</li> <li>○ Items from your tri-fold board or project presentation slideshow</li> </ul> </li> </ul>

## 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:

<p><b>Required</b></p>	<p><b>Presentation Board-</b> For in-person judging, you will print your quad chart pages to display on a foam poster board and in a handout for the judges. The poster board is a foam board that will include the project title and quad chart pages. Poster stands will be provided for you.</p> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Poster board measurements- foam poster board must measure 24 x 36 x 3/16".</li> <li>• The project presentation poster board will need to be displayed as a portrait not landscape (see example presentation board)</li> <li>• Title and Name of author/s. (<i>can be printed or handwritten</i>)</li> <li>• All pages of your quad chart should be printed on a page no larger than American standard 8½" x 11".</li> <li>• You can pick the colors of your board. You can pick the colors and fonts of the text that will go on your board.</li> <li>• All text should be readable. (<i>We recommend that you print &amp; read your quad chart from 2-3 ft away to confirm the font is legible.</i>)</li> </ul> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; width: 40px; height: 60px; margin-right: 10px;"></div> <div style="border: 1px solid black; width: 60px; height: 30px; margin-right: 10px; display: flex; align-items: center; justify-content: center;">  </div> </div>
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## Quick Guides

### Example Project Presentation Poster Board

- [Example Presentation Poster Board](#) (Example pulled from project completed by 2022 SSEF participant Stavva Arora)

*Please note: If you are in need of assistance in sourcing a poster board of the required size you will need to contact [ssefprogmanager@mnmas.org](mailto:ssefprogmanager@mnmas.org) by 3/10/23 and make this request so that a foam board will be provided for you at the event.*

### Required

**Handouts-** Handouts provide the judges with information they can review while speaking to you, write notes on, and/or depart with.

#### Requirements:

- Handout must be a minimum of 5 pages. (*handout can be printed double-sided*)
  - Page 1 - Abstract
  - Page 2-5 - Quad chart
- Any additional quad chart pages that are on your presentation board should be in your handout, for a maximum of 7 pages total.
- You are required to have a **minimum of 15** copies of your handout at your display table.

*Please note: If you are having trouble printing copies for presentation please contact [ssefprogmanager@mnmas.org](mailto:ssefprogmanager@mnmas.org) with your request for assistance by 3/10/23. If you run out of copies of your handout, you will be able to request additional copies be printed at the in-person event.*


### 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- [Abstract Form](#)
- Both pages for Form 1C (if applicable) - [Regulated Research Institution \(1C\)](#)
- Form 7(s) (if applicable)- [Continuation Projects Form \(7\)](#) (*Required for projects that are a continuation/progression in the same field of study as a previous project.*)

## Quick Guides

- [ISEF Rules Wizard](#)- 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](mailto:ssefprogmanager@mnmas.org).*

**Optional**

**Binder/Document Holder** - Participants are allowed a binder or document holder to present in person. This can contain any documents, graphs, photos, etc that you want to present while speaking to judges. Essentially, this is a tool for presenting 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.
- No models of any kind will be allowed at display table/area

**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.

*If you are in need of assistance in preparing these materials please contact [ssefprogmanager@mnmas.org](mailto:ssefprogmanager@mnmas.org).*