



[www.ctsciencefair.org](http://www.ctsciencefair.org)

March 2020

Dear Parent/Guardian:

Congratulations on having your child selected to compete in the Connecticut Science & Engineering Fair. Please look over the materials that we have supplied and check your child's work. Take time to review your child's display to see if his or her research is adequately described. Review the rules and safety check list and make sure the display is in compliance. Be sure that materials extracted from the work of others uses the proper citation. This applies to text, charts, drawings, and photos.

All projects should include a report detailing the student's work. An abstract giving a short description of their work should have been submitted online through the CSEF website by March 1. Prior to the Fair, CSEF judges begin reviewing the abstracts. First impressions are important! We do not accept late abstracts.

- **Project Set-Up:** 12:30 pm-7:30 pm Monday, March 9 (9:00 am for Urban School Challenge)- Doors close at 7:30 pm. Please plan on arriving no later than 7:00 pm at Quinnipiac University's Recreation Center. Your child must check-in at the registration desk in the Burt Kahn Court (gym). Setup takes about one hour. Parking is available in the lot adjacent to the recreation center complex.
- **Urban School Challenge Preliminary Judging:** All Urban School Challenge students will receive preliminary judging interviews on Monday from 9:00 am -12:30 pm. Students must be present for the entire judging session.
- **Finalists and Special Awards Winners:** Those chosen as finalists, (approximately 30 percent of the participants) will be interviewed Wednesday, March 11, by scientists, engineers, and educators. Finalists will be posted on the Fair's website ([www.ctsciencefair.org](http://www.ctsciencefair.org)) by 5:30 pm Tuesday, March 10; Special Award winners will be posted by 5:30 pm Wednesday, March 11. If selected as a Finalist or a Special Award winner, your child must confirm through our website that they will be present.
- **Finalist Judging:** 8:30 am - 1:15 pm Wednesday- Finalists' project numbers will be posted on the Fair's website by 5:30 pm, Tuesday, March 10. If your child is chosen as a finalist, please notify their school of the absence on Wednesday. Lunch is available for the finalists (attendance optional, no program planned), is available in the Student Dining Room starting at 1:15 pm. Lunch is compliments of the fair. Parents and advisors may join the students at their own expense. Parents/advisors should arrange a meeting place after judging.
- **Finalist Awards Ceremony:** Middle School: Saturday 9:00 am - 10:00 am • High School: Saturday 12:00 pm - 1:30 pm
- **Special Awards (Middle and High School) Ceremony:** Saturday 10:30 am - 11:45 am
- **Finalist Judging Hospitality Lounge:** Wednesday, 8:30 am - 1:00 pm, the Fair will host a hospitality lounge for parents and advisors who need a place to wait during Finalist Judging. It will be in the Student Center, Room SC119, adjacent to the Recreation Center. A presentation on the Fair's activities will be presented at approximately 11:00 am.

**Mandatory Attendance:** If selected as a Finalist or Special Awards recipient, your child's attendance is required Saturday, March 14, at the relevant Awards Ceremony. Excused absences for special circumstances will be considered if the request is emailed to me at [director@ctsciencefair.org](mailto:director@ctsciencefair.org) by 6:00 pm Saturday, March 9. Those who do not attend without preapproved permission will forfeit their awards. Family trips, college visits, or vacations are not considered special circumstances. Students must check in online by 10:00 pm, Wednesday, March 11, to confirm their attendance at Saturday's Awards Ceremony.

**School Group Visits:** Thursday 9:00 am - 2:00 pm

**Public Viewing:** Public Viewing Wednesday 2:00 - 7:30 pm and Thursday 2:00 - 7:30 pm

**Project Pickup:** Thursday, 2:00-7:30 pm; Friday, 2:00-7:30 pm; Saturday, 8:30 am-1:00 pm. *Projects remaining after 1:00 pm on Saturday will be discarded.*

Your child has achieved a major milestone by being selected as a State Fair competitor. Our best wishes for a rewarding experience.

Sincerely,

Frank LaBanca, EdD  
Fair Director

For Weather Postponements:

Fair Week Phone: 203-582-3361

[www.ctsciencefair.org](http://www.ctsciencefair.org)

Channel 3 WFSB-TV

Web: [www.ctsciencefair.org](http://www.ctsciencefair.org)

Email: [director@ctsciencefair.org](mailto:director@ctsciencefair.org)

CSF Revised Feb 2020