



Instructions for Delegation Leaders for project set-up:

Registration Procedure

1. Arrive.
2. Register at the Information Desk and receive list of projects for your region and accreditations for finalists and delegation leader.
3. Once registration has been completed, the delegation leader will take the group into the exhibition hall to the receptionists who will then check if all finalists are present (if a finalist is not with the group then the delegation leader will have to wait until all the finalists is there before they can proceed to their project for set-up).
4. It is compulsory for all participants and regional delegation members to wear their accreditation at all time. No one will be allowed inside venues without an accreditation.
5. No parents or unauthorized teachers are allowed at the National Science Fair until day of public viewing. Please do not put the National Science Fair Organising Committee members in an embarrassing situation with teachers and or parents.

Project setting up and Exhibition Hall

1. For the project set-up participants will only be allowed inside the whole with the delegation leader.
2. Each delegation will receive instructions and Project Approval Forms from reception inside the exhibition hall.
3. Delegation leader to hand Project Approval Form to each finalist who must complete the form with their name, project number, title and category.
4. Before moving in, please brief them on the entire approval process and ask them to be patient, as the process could take time and could be traumatic for some of their fellow participants.
5. All participants move simultaneously into venue with accreditation and projects to set-up of their projects.

6. Each project will receive a project approval form and information of what is allowed and what is not allowed on the display. Please make sure the finalist/s read the information before set-up.
7. Please hand in your group's List of Projects at the project approval counter the moment you enter the hall. It will be stamped as each participant has been successfully approved.
8. Please assist participants during setup and stay inside venue until the entire group has been approved.
9. The moment participants finished their project setup, they need to queue at the project approval counter to get a Project Approval Committee Member to approve their project.
10. If a participant's project has been disapproved, they need to seek your assistance immediately and please assist them to rectify any violations. E.g. Unapproved items needs to be removed and taken outside the venue. The participant needs to queue again at the project approval counter to get a Project Approval Committee Member to re-approve their project.
11. After their project has been approved a participant needs to queue at the project approval counter for the last time to get a Project Approval Stamp on their Project Approval Form and on their accreditation.
12. After they received a Project Approval Stamp on their Project Approval Form they need to go back to their project and slide it into the plastic pocket provided at their table. (They will not be judged if an Approved form is not clearly visible throughout the entire Science Fair.)
13. The moment a participant's project has been approved and they have filed their approved form in the plastic pocket, they need to leave the hall immediately and wait outside for the rest of the group. Please go and check on the group outside regularly and ensure that they are well behaved.
14. Please collect your group's List of Projects at the project approval counter where it was stamped as each participant has been finally approved.
15. Finalist will not be allowed into the hall after the project has been approved until judging the next day.
16. All set up must be completed by 18:30. Regions who have notified the National Science Fair that they will be arriving after 18:30 will be allowed to set up their projects.

Display

1. Display boards will be provided (size and dimension of display board are the booklet).
2. No working model or demonstrations will be allowed on the floor. (This will be removed by the project approval committee.) Engineering projects with small prototype will be allowed on the table. (please see booklet for dimensions)
3. It is compulsory for all participants to have the following for their display:
 - A4 (landscape/ portrait) presentation for display board
 - Project data book/ Journal/ Log book
 - Project File with research plan, abstract, signed plagiarism form, signed binding agreement form and consent letter from a qualified scientist for human subjects and animals
 - Surveys, Questionnaires (if applicable)
 - Working model on table (if applicable)
4. Only prestik to be used on the display board.
5. No painting/ spraying of the display board is allowed.
6. It is compulsory that every participant has the following for their display:
7. Please make sure that all branding, trademarks, copyright and ethics infringement have been sorted out before attending the National Science Fair.
8. Research on human or animal subjects including surveys, need a consent form signed by a supervising scientist, researcher, or teacher giving approval for the project to be done.
9. Any research or experiment on potentially hazardous biological agents, animal or human subjects should be done under the supervision of a qualified scientist, doctor or laboratory. A signed letter from the qualified person will be required and must be displayed in the project file.
10. Fraudulent and unethical projects will be disqualified at the National Science Fair – it will be the responsibility of the Regional Science Fair Coordinator to notify the participant of the disqualification.

General

1. The delegation leader needs to assist the participants at all times. Any requests, information the participants require must be done through the delegation leader.

2. It is compulsory for all participants to attend all functions – it is the responsibility of the Regional Science Fair Coordinator to enforce this.