

Congratulations on being selected to represent your region in the 2021 Virginia State Science and Engineering Fair being held on Saturday, April 10, 2021! As you already know, in light of the precautions necessary due to the COVID-19 outbreak, we will be having a Virtual Fair again this year; but the VSSEF Board and VTC Fair Committee are doing everything we can to make the process as seamless as possible.

The following information will provide instructions on how to register for the fair, a list of forms that are required for participation, and instructions on how to load your figures, tables, and video presentation into our systems.

REGISTRATION, FORMS AND PROJECT SUBMISSION DEADLINE: MIDNIGHT - WEDNESDAY, MARCH 31

1. Fair Registration –

To begin the registration process, please have the following information ready, then access the site using the link below:

- Name and Type of High School
- Name of Regional Fair
- Project Title (boxes hold 150 characters each, use more as needed to complete title)
- Project Category
- Names of Additional Group Members (if applicable – correct spelling please)
- Method of Payment

https://quikpayasp.com/vt/commerce_manager/payer.do?orderType=VTC SOM Science Engineering Fair

PLEASE NOTE! All student registrations require a minimum \$1 processing fee. This is in addition to the \$30 per exhibitor fair registration fee. Even if your fair registration is being paid by a third party (school, county, regional fair director), you must pay the \$1 processing fee through this site to complete your registration process.

NO REGISTRATIONS WILL BE TAKEN BY PHONE, EMAIL OR REGULAR MAIL.

2. Release Forms -

After you complete your registration, the following forms must be completed and sent by email to vssef-g@vt.edu - please label each as shown below:

- Email Release 2021 – last name_first name_email release
- Publicity Release 2021 - last name_first name_publicity release
- Sponsor Release 2021 - last name_first name_sponsor release

Please title your email as - last name_first name_forms

3. W-9 form –

Completed W9 forms will be collected (as needed) after the conclusion of the fair. If we need your W-9 (or W-8BEN) form, we will contact you directly with instructions on how to complete and return it.

Prize money cannot be awarded without a complete and accurate W9 form!

4. Submission of Presentation -

See **Virtual VSSEF 2021 Project Material Guidelines** for specific presentation requirements.

Review your presentation before submitting it to VSSEF. **Changes will not be permitted after submission.**

Submit your presentation in two parts - PDF file and video file - titled as follows:

- project title_project leader's last name_project leader's first name_figures and tables
- project title_project leader's last name_project leader's first name_video file

Upload your presentation to the VSSEF 2021 Dropbox folder at the following link:

<https://www.dropbox.com/request/Cs9ZC3HEr9AzG74OE5Ri>

Once all of the project submissions are in, the judging coordinator will package the entries and send them electronically to the various judges assigned to each category. All of the project scores will be returned electronically to the judging coordinator, who will then tabulate the results and determine the both the category and special award winners. In the next step, the judging coordinator will forward all first place category-winning entries on to the final group of judges who will select the Grand Prize Winners.

All category and special award winners will be announced on Saturday, April 10. All Grand Prize Winners will be announced on Monday, April 12. Announcements will come to the email address submitted for the contestant.

The Grand Prize Winners will then be eligible to compete in the Intel International Science and Engineering Fair, the world's largest pre-collegiate science competition, taking place this May. Instructions on how to submit projects to the International Fair will come from your Regional Fair Director.

Virginia Tech Carilion School of Medicine and Fralin Biomedical Research Institute greatly value research as part of their emphasis on acquisition, integration, and application of knowledge for lifelong learning. Many of our students, faculty, and staff developed their own passion for research while participating in science fairs themselves. They look forward to cultivating this interest in the next generation by supporting this event as judges and volunteers.

For more information about the fair including the PDF versions of the required forms and a list of project categories, please visit our website at <http://medicine.vtc.vt.edu/vssef/>.

Sincerely,

Courtney B. Powell

Fair Director, Virginia State Science and Engineering Fair
Community and Culture Manager, VTCSOM

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