

2023 SEFH Special Awarding Agency Check List

Complete the Online Special Award Application	DATE & Location
<p>Register your Special Awarding Agency: https://coeuh.co1.qualtrics.com/jfe/form/SV_aWfEaYEIHNm17Wm</p> <p>Once the Organization/Agency Lead has registered the SAA, they will be emailed a link that is specific to your organization to begin judge registration.</p>	<p><u>Online application due:</u> January 21, 2023</p> <p><u>Judge Registration due by:</u> January 28, 2023</p>
Award Delivery	
<p>OPTION 1: Award materials may be delivered in person Monday – Friday 9:00am - 5:00pm</p> <p>Please notify the UH STEM Center if you will be submitting materials in person by sending an email to: info@sefhouston.org or msoneal@sefhouston.org</p>	<p><u>All materials must be received by:</u> February 4, 2023 University of Houston STEM Center 3585 Cullen Blvd. Lamar Fleming Bldg. Room 138 Houston, Texas 77204-5008</p>
<p>OPTION 2: Student awards may be sent to the UH STEM Center via UPS or FedEx</p>	<p><u>All materials must be received by:</u> February 4, 2023 Science and Engineering Fair of Houston Science and Research Building 1, Room 209B 3507 Cullen Blvd. Houston, TX 77204-5008</p>
<p>Option 3: Award recipients at the Award Ceremony.</p>	<p>If attending the Award Ceremony, check-in by 12:15 pm.</p>
<p>Option 4: Deliver the award directly to awardees.</p>	<p>The agency will be responsible for arranging delivery of awards to the awardee.</p>
Project Judging Day	DATE & Location
<p><u>All judges must check-in prior to judging.</u></p> <p>Lead Judge Responsibilities:</p> <ol style="list-style-type: none"> 1. Pick-up Judging Record Folder from Check-in (Folder contents: Scoresheets, pens/pencils, SAA manual, Winner Certification Report) 2. Review packet materials with judging team 3. Coordinate projects to be judged amongst team 4. Return the Winner Certification Report by 4:30 PM to the Check-in table 	<p>February 11, 2023 11:30 AM – 4:30 PM</p> <p>Location: George R. Brown Convention Center – Exhibit Hall A</p>
Attend the Awards Ceremony	DATE & Location
<p>Each SAA may choose to send a representative to the award ceremony.</p> <p>Please arrive no later than 12:15 pm to check-in and be seated in the Special Awarding Agency area.</p>	<p>February 18, 2023 Location: UH Student Center South – Houston Room (second floor)</p> <p>1:00 - 3:00 PM Awards Ceremony</p>

Please contact Ms. Monica O'Neal at msoneal@sefhouston.org with questions or concerns.