

Science and Engineering Fair of Houston

Display & Safety Regulations

Please address any questions regarding SEFH Display & Safety Regulations to
info@sefhouston.org

Due to the current COVID-19 pandemic, SEFH has modified the Display & Safety Regulations. Changes and modifications for D&S are listed in this document.

Display & Safety Committee Mission

The mission of this committee is to ensure that all competitors qualify for competition according to the rules established in conjunction with the Scientific Review Committee and Society for Science & the Public.

The Display & Safety Committee will offer guidance on Display & Safety issues for projects approved by the SRC to compete in SEFH. Occasionally, the SEFH Display & Safety Committee may require students to make revisions to conform to Display & Safety regulations. Persistent issues will be directed to a committee of individuals which may include Display & Safety (D&S) and/or Scientific Review Committee (SRC) executive committee members.

The following regulations must be adhered to when a participant exhibits a project at SEFH.

1. A student may enter only one exhibit. The student must be a full-time student in good standing at a SEFH affiliated school. The entry exhibit must be the work of the student or team entering the Fair.
2. Completed project entry and approval forms must be electronically registered on Scienceteer.com prior to the deadline date for entry, including the project entry fee. Electronic copies of all required forms must be available at the virtual project submission for fair officials (except informed consent).
3. The exhibit must pass inspection by the Display & Safety Committee by 5:00 pm on Friday, February 12, 2021. Exhibits that do not pass inspections will be disqualified from competition.
4. Project laboratory notebooks for all related research are highly encouraged and should be available for review by judges.

Project Presentation Regulations

The project presentation replaces the project poster boards used during in-person fairs. You may prepare your Project Presentation for SEFH using any software tools that you desire such as PowerPoint or Google Slides, but the final document submitted for display to the judges must satisfy the following requirements:

Presentation Format Requirements

1. The file must be a single PDF document limited to no more than 500 MB.
2. The PDF presentation document must be without animation or active hyperlinks.
3. The document must not have instructions to open in "full screen mode." Eliminating this mode automatically precludes page transitions and embedded videos or animations, so do not attempt to include these in your Presentation. (This provision should be reserved in your video presentation video if you need something to move to illustrate your project.)
4. The page background color must be a light color, not affect readability.
5. Text color must be predominantly dark to support readability.
6. All text should be easily readable when viewing the entire page at once. The smallest recommended font size of body text is 14 pt. and an 18 pt. font is recommended. Exception: You may use a smaller font size, down to 10 pt., for figure captions or photo credits.

Voiceover Video Presentation

Participants are asked to create a voiceover presentation that will replace the student's verbal presentation for SEFH 2021.

Requirements

- a. The video must not exceed 7 minutes. Including any introductory concluding remarks.
- b. This video must be submitted as a YouTube link.
- c. The use of plain language is encouraged as judges may not be a direct content expert of your field of study.

Additional Information

1. The video presentation is a replacement of the judge interview component of face-to-face judging. As such, be sure to structure your voiceover presentation utilizing the same structure as your Presentation. However, avoid reading directly from your Presentation. Instead, use the Presentation as a guide to highlight important key aspects of your project.
2. If you feel a video clip is necessary to demonstrate your project, it would be appropriate to include short clips during your voiceover video presentation. Ensure that your video presentation is within the D&S guidelines.
3. It is highly recommended that you do not include anyone in your video other than the student researchers of the project. Any additional individual(s) would require a consent form, if the individual is under age, parental release is also needed.
4. Do note, once a video is submitted, SEFH will not edit or alter any video.

Forms Required to be Uploaded to the SEFH Portal

An original Official Abstract and Certification as approved (stamped/embossed) by the SEFH Scientific Review Committee.

1. The abstract must be the official SEFH Abstract from Scienteer and contain the Regional Seal from the Scientific Review Committee.
 - a. Upon SRC approval, the stamped Official Abstract will need to be downloaded from Scienteer.
 - b. No other format or version of your Abstract will be allowed for any purpose at SEFH. Abstract sharing with judges is not necessary as they will be made available to them ahead of time. However, should an abstract be shared or displayed electronically during face to face interviews, it must be an UNALTERED official abstract and certification available through Scienteer.
 - c. The term "abstract" may NOT be used as a title or reference for any information on a participant's Project Presentation or Video except as part of displaying the official stamped/embossed abstract.

Additional Forms required (only when applicable):

1. Regulated Research Institutional/Industrial Setting Form (1C)
 - a. If work was conducted in a regulated research institution, industrial setting or any work site other than home, school or field at any time during the current SEFH project year, the **Regulated Research Institutional/ Industrial Setting Form (1C)** must be completed and uploaded to the SEFH Project Competition portal.
 - b. The information provided by the mentor on Form 1C may be referenced to confirm that the information provided on the project presentation is that of the participant. Only minimal reference to mentor's or another researcher's work is allowable and must only reflect background information or be used to clarify differences between the participant's and others' work.
2. Continuation/Research Progression Projects Form (7)
 - a. If a study is a continuation/research progression, the Continuation/Research Progression Projects Form (7) must be completed uploaded to the SEFH Project Competition portal.
 - b. The project presentation and abstract must reflect only the current year's work.
 - c. Reference to past work in the project presentation must be limited to summative past conclusory data and its comparison to the current year data set. No raw data from previous years may be publicly displayed; however, it may be included in the student research notebooks and/or logbooks if properly labeled.

Forms Required at Project but not Displayed

1. A photograph/video release form signed by the subject is required for visual images of humans (other than the

participant) displayed as part of the project. Should the image include a minor, parental permission must be granted.

Forms NOT to be Uploaded to the SEFH Project Competition Portal

Completed informed consent/assent forms for a human participant study are NOT to be displayed and should NOT be present in a project presentation. The participant may include a sample (incomplete) form in their logbook or research notebook but under NO CIRCUMSTANCE should the completed informed consent/assent forms for a human participant be made available.

Photograph/Image Display Requirements

1. Any photograph/visual image/chart/table and/or graph is allowed if:
 - a. It is not deemed offensive or inappropriate (which includes images/photographs showing invertebrate or vertebrate animals/humans in surgical, necrotizing or dissection situations) by the Scientific Review Committee and the Display & Safety Committee.
 - b. It has a credit line of origin ("Photograph taken by..." or "Image taken from..." or "Graph/Chart/Table taken from..."). If all images, etc. displayed were created by the participant or are from the same source, one credit line prominently displayed on the presentation is sufficient. All images MUST BE properly cited. This includes photographs and/or visual depictions of the participant or photographs and/or visual depictions of others for which a signed photo/video release form is in a notebook or logbook submitted through the SEFH Project Competition portal. These signed consent forms must be available upon request during the inspection process, but may not be displayed.
 - c. Sample release text: "I consent to the use of visual images (photos, videos, etc.) involving my participation/my child's participation in this research."

Items/Materials Not Allowed on Project Presentation or Video

1. **Any information on the project display or items that are acknowledgments, self-promotions or external endorsements are not allowed in the project exhibit.** This includes:
 - a. The use of logos including known commercial brands, institutional crests or trademarks, flags unless integral to the project and approved by the SRC via inclusion in the Official Abstract and Certification.
 - b. Personalized graphic/logo that is developed to indicate a commercial purpose or viability of an established or proposed business associated with the project, unless student-created in which it can

- be displayed on the board only once.
 - c. Any reference to an institution or mentor that supported your research except as provided in the official SEFH paperwork, most notably Form 1C.
 - d. Any reference to patent status of the project.
 - e. Any items intended for distribution such as disks, CDs, flash drives, brochures, booklets, endorsements, give-away items, business cards, or printed materials designed to be distributed to judges or the public.
2. Any awards or medals, except for past or present SEFH medals that may be worn by the participant.
 3. Postal addresses, World Wide Web, email and/or social media addresses, QR codes, telephone and/or fax numbers of a project or participant. Note: The only personal information that is permissible to include on the display is information that is also included on the Official Abstract and Certification (Participant Name, School, City, State, Country). Information regarding participant's age and grade are not permitted.
 4. Active Internet or email connections as part of displaying or operating the project at the SEFH.
 5. Any changes, modifications, or additions to projects including any attempt to uncover, replenish or return removed language or items after the approval by the Display & Safety Committee and the Scientific Review Committee has been received is prohibited.