



Proud sponsors of Regional Science and Technology Fairs

Getting Ready for the Fair Teachers - Term 3

Week 1 - 4 (23/7/18 - 19/8/18)

Please Note:

Independent Schools Start Term 3
in Week 2 - 30th July

- Judge School Fairs
- Work with winning students to improve projects if required
- photocopy evidence of ethics approval and 'Use of micro-organisms' and 'Use of animals' forms should be glued to back of project (originals in log book)
- Ensure Safety and Certification form is on back of project
- Write the school name or initials on the centre top back of each project
- Collect photo consent forms from entrants and bring to Project Registration Day
- Work with students to fill out Digital Entry Form by 20th of August
- If you have problems with this form contact Rob at rboasman@diocesan.school.nz
- maximum 15 projects per school
- Senior students may enter using entry form or on Project Registration day

Thursday Week 2 (2/8/17) **Committee Meeting**

Week 5 (20/8 /18 - 26/8/18)

- Monday 20th School Entries Close (using digital form supplied)
- Thursday 23rd **Committee Meeting** - full attendance important
- jobs for Fair days organised

Week 6

(27/8/18 - 2/9/18)

Wednesday 29th

Project Registration Day

5:00 p.m. to 8:00 p.m.

- Project boards brought in by teacher as a school lot
- or
- Students bring in their own project boards
- Log books and props can be added on judging day by students
- All projects will be checked for
 - Safety certification form attached and all parts complied with
 - Ethics approval, if required (copy glued on back of project)
 - Use of Animals and Use of Microorganism forms, as required (copy glued on back of project)

How you can help: arrive by 5:00 p.m. to assist with student registration

bring school lot of projects and help check these

store projects in car and transport to museum on Thursday

Project Registration Venue

Adams Hall, Epsom Girls Grammar

Silver Rd Epsom

Parking on school grounds (short stay only), or on Owens Rd or Silver Rd

[EGGS Map](#)

Thursday 30th

Set-Up Day

5:30 p.m. to 8:00 p.m.

How you can help: transport projects to museum

help unload and move projects to venue

help set up tables and projects at venue

Venue

Auckland Museum - Atrium Entrance, South Door

[Museum Map](#)

Friday 31st

Judging Day

- All judges to be at venue at 7:30 a.m. for 8:00 a.m. briefing
 - Parking in the area has time limits
 - We recommend
 - being dropped off and picked up
 - Bus route 781, takes 15 -20 minutes from Newmarket, every few minutes for \$1.90 with AT HOP card
 - car pool

or **Teachers bringing classes**

- Bring Year 9 & 10 students for judging between 8.30 and 8.45 a.m.
 - leave at 10.00 a.m.
- Bring Year 7 & 8 students for judging between 10.45 a.m. - leave at 12.30 p.m.
- An adult is required to supervise large groups. Please fill out digital form to notify name of adult, for security purposes (Link to form [here](#))
- Students to bring props and log books.
- Teachers to ensure no prohibited display items are brought to museum
- Teachers to ensure no school bags are brought to museum (or teacher must organise collection and storage in facilities provided by the museum)

Student Drop-Off For Judging

Students must be dropped off at the Atrium Entrance , South Door

Parking is limited

Buses can not stay at venue

Morning tea for Judges at 10:00 a.m. - 10:30 a.m.

- Lead Judges and Judging Panel** 12:30 p.m. to 5:00 p.m.
 - place getters confirmed and discussion of special prizes

Viewing Evening Friday 31st

Public Viewing from 5:30 pm till 8:00 p.m.

Entrance through Atrium Entrance, South Door

Doors will not be open until 5:30 p.m.

Parking - in parks around museum

-Open to students families and friends

-Place getters indicated on projects and Notification of Special Prizes

- All 1st, 2nd and 3rd placings and an indication of Special Prizes will be online Friday evening or Saturday morning at scifair.org.nz

Saturday 1st

Viewing Day 9:00 a.m. to 5:00 p.m.

-Venue open at 9:00 a.m.

-Open to students, families and friends

Parking - in parks around museum (time limits)

Pack Up

5:00 p.m. (no earlier) to 6:00 p.m.

security will not allow projects to leave before 5:00 p.m.

Project Pick Up

- prize winning projects will be transported to prize giving venue but all props and log books should be picked up on Saturday.
- teachers to organise all students or one teacher / adult to pick up projects as well as props and log books of winning projects.
- Students can pick up projects from 5:00 p.m. If students can not make the 5.00 p.m. pick up time please encourage them to organise between themselves for one person to pick up several projects.
or
- one adult per school from 5:00 p.m.

Clean Up

- one teacher/adult per school to check venue, around 6.00 p.m., for left-behind projects
- Please fill out digital form to notify name of teacher/adult who will be checking for left behind projects, and props from winning projects (Link to form [here](#))
- committee and helpers to pack up tables, load prize winning projects into cars and clean up venue

Week 8 (10/9/18 - 16/9/18)

Monday 10th

Prize Giving Ceremony 7:00 pm

JR Fletcher Hall

King's School

258 Remuera Rd

- For all prizewinners, families friends and supporters
- Please let committee know if students are unable to attend
- Please encourage your principal to attend this ceremony with you, to support your student's achievements

Week 9 (17/9/18 - 23/9/18)

Thursday 20th

Final Committee Meeting

- Reflection and Receipts