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| **3/23/2019**  Saturday  **Region 4**  **Science**  **Fair**  Leighty-  Tabor  Science  Center  (LTSC)  Located on Northwest corner of campus  Parking  directly to the North  of LTSC | 7:30 –  8:30A | **Check In** at the welcome desk (first floor South East corner). All entrances are handicap accessible.   * Sponsors receive school package (project#) * Poster locations - LTSC 209, 213, 221, 224, 308, 312, 318, 326 * Student project setup on assigned tables (there will be no printing opportunity at the competition site) * Sponsors and Judges meet in Room# 117 for refreshments |
| 8:30 –  9:00A | **Safety Judges’** meeting in Room# 115   * All sponsors conduct safety check (no living thing or demo, use photos)   **Judges’ briefing** by Head Judge in Room# 117   * Project assignment will be given to judging teams * Judging etiquettes and scoring rubrics will be discussed |
| 9:15 –  10:15A | **School Sponsors’** meeting with Regional Chair in Room# LTSC 422   * Financial report * Concerns, issues, plan for next year |
| 9:00 –  12N | **Project judging**   * Score sheets are to be handed to Runners as soon as one is completed * Students must not leave the display area as additional judging may be needed for tie breaking * Parents and chaperones at this time are advised to leave the students alone |
| 12N –  1:00P | * Lunch in Room# 117 and 115 for sponsors, judges, and volunteers * Student may take break for lunch (15 restaurants within walking distance). Please leave display boards for viewing by general audience. * Leave project boards in the locations for public viewing. |
| 1:00 – 2:00P | **Award ceremony (3rd floor, University Commons)**   * Paper results (have your camera ready) * Project results (camera again) * Conclusions |
| 3:00P | Drive home safely!  Start thinking about next year’s project; invite your friends to the fun! |
| **Notes**   * Downloadable schedule is at <https://millikin.edu/ijas>. Check for updates there. * Directions to Millikin University and campus maps can be found at <https://www.millikin.edu/visit>. * Ample parking available for bus and car. Park in the lot directly to the north of LTSC. * No electrical connection will be provided. Students will bring extra battery for laptop if it is used. * Restrooms are on the East end of each floor. * Please keep distance from your student, seeing you make them nervous and forget lines. * There are multiple coffee shops on campus (within a 2 min. walk) with seating. * 15 restaurants within walking distance | | |

**Parents and family events:**

Please look for campus visit/events on that day at the check-in desk.