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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 Northof 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
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| 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
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| 9:15 – 10:15A  | **School Sponsors’** meeting with Regional Chair in Room# LTSC 422* Financial report
* Concerns, issues, plan for next year
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| 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
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| 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.
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| 1:00 – 2:00P | **Award ceremony (3rd floor, University Commons)** * Paper results (have your camera ready)
* Project results (camera again)
* Conclusions
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| 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
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**Parents and family events:**

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