



March 22, 2017

Dear 2017 CSEF Grand Award Judge,

Thank you so much for volunteering your valuable time to judge at the 62nd Annual Colorado Science & Engineering Fair (CSEF). CSEF would **not** be a success without your generous donation of time and effort!

Judging for the CSEF will be on **Thursday, April 6th**, at Colorado State University in Fort Collins in the Lory Student Center (LSC). **Judges are required to check-in from 9:00 a.m. to 10:00 a.m. in the LSC Theater. If you are a Category Team Captain or Assistant Captain, you are required to check-in before 9:15 a.m. ALL judges need to be checked in by 10:00 a.m.**

The Category Team Captains/Assistant Captains' Briefing will be held at 9:15 a.m. on the east side (left) of the LSC Theater main floor and the All Grand Award Judges' Briefing will be held in the LSC Theater for everyone starting at 10:00 a.m. All Grand Award Judges are required to attend this meeting. Lunch will follow the briefing, which will give your team time to plan a judging strategy. You will automatically be registered for the complimentary Judges' Luncheon.

Your attendance, whether as a Captain, Assistant Captain or Judge is critical to the success of the CSEF. Please do **everything** possible to attend the fair as your team members and the students are counting on you. However, if for any reason you are unable to attend or not able to fulfill the duties of Judge and/or Team Captain or Assistant Captain, **please notify me immediately.**

For those of you who requested a **hardcopy** or wanted to be included in the **carpool** list when you registered, you will be **mailed** the following information:

- Grand Award Judges' Welcome Letter;
- Grand Award Judging Schedule;
- CSEF 3-Day Schedule;
- Judges' Carpool List (**this is NOT included on the web site to protect personal information**);
- Preliminary Junior/Senior Division Category Judging Team Assignments (Final Team Assignments will be at the Judges' Check-In);
- Grand Award Guidelines/Criteria;
- Grand Awards Policy; and

Everyone else can download the above documents from the CSEF web site.

Additionally, all Category Team Captains and Assistant Captains will receive a copy of the 2017 Grand Award Judging Guide and Intel ISEF/CSEF forms to provide all of you with an opportunity to go over these materials before the fair. Parking permits for the Captains will also be mailed with your packet.

In an effort to reduce the CSEF's mailing expenses, the following additional information is available as PDF files on the CSEF web site for you to review and/or download and print:

- Grand Award Judging Guide (includes information on the judging process, CSEF Grand Awards Policy, Evaluation Criteria, Rating Card and any updates or changes that have been made since the previous CSEF);
- Intel ISEF/CSEF Form Explanations;
- Category Descriptions; and
- Finalist Abstract Review Instructions

To access any of the above documents, please go to <http://www.csef.colostate.edu/Judges.htm>, scroll down to the yellow box entitled "Essential Document Downloads and Links" where all the pertinent documents are located. ALL Grand Award Judges, please take the time to read all of the materials provided for you. Every year, there are changes made to the judging materials, so please make sure to familiarize yourself with all of the materials.

Parking at CSU

We have arranged for a free shuttle service from the off-campus CSU Equine Center parking lot to the Lory Student Center. Shuttle service will be operating from 7:00 a.m. through 6:30 p.m. For 2017, parking instructions and maps are altered this year due to construction. So please check your email (because I will be emailing the instructions) or the Grand Award Judges' information page at <http://www.csef.colostate.edu/Judges.htm> in the yellow box at the bottom.

Please allow 30+ minutes from the time you park in the shuttle lot to when you arrive at the LSC. For all judges, please plan on arriving at the shuttle lot no later than 9:15 a.m. Shuttles will be leaving approximately every 20 minutes from the CSU Equine Center.

Category Team Captains' Parking

DO NOT use the shuttle service - Campus parking permits will be offered to non-CUS faculty, staff or students serving as a Grand Award Judging Team Captain. You have been provided a one-time campus parking permit since you will need to stay until 8:30 p.m. We suggest you use the Library and Theater Parking lot, as you will be arriving earlier than everyone else. **Assistant Captains** are able to use the shuttle if you can plan to arrive at the Equine Center by no later than 8:15 a.m. to give yourselves enough time to get to the LSC Theater. Parking and Transportation Services have a very useful parking map at <http://ptsdata.colostate.edu/maps/mapside.pdf>.

Judging Team Assignments

Please refer to the "Preliminary Category Judging Team Assignments" for your judging assignment. Some of you will find that I have assigned you to your 2nd or 3rd category choice, and you may not have been assigned your division preference. The enclosed team lists are *preliminary*, because I may be arranging people on the teams to accommodate a better judge:student ratio, to assure adequate expertise on a particular team, and to accommodate judge cancellations.

Pre-CSEF Project Abstract Review

The students' project abstracts are available online at the CSEF web site on the above mentioned "Judge Information" page for review by all judges prior to the CSEF. Scroll down to the yellow box and you will find the "Abstract Database." Click on this link, select the category and division you have been assigned, and then click the "Display" button at the bottom of the page. This will display abstracts for your category and division. You can review them online, print directly, or copy and paste into a Word document to save and print for later. We suggest that you do this *before* the day or night prior to the CSEF as the system tends to get overloaded at that time. A hardcopy set of the abstracts will be available for each judging team at the CSEF.

Judges' Checklist for CSEF, Thursday, April 6th

- **Download** the Judging Guide and Parking Instructions and Maps;
- **Bring** a clipboard to hold your judging score sheets (we have a limited number of clipboards);
- **Bring** pens/pencils (we will have a CSEF pen in your packet);
- **All Grand Award Judges must plan on being at the CSEF until at least 5:30 p.m., unless you are a Captain. Best of CSEF judging will not be completed until 8:30 p.m. It is critical that ALL judges are available for judging and team meetings for the whole day in order to make the category award selection as fair as possible for the students. Also, bringing children to the Grand Award Judging is not an option, as we do not have child care available and it is not an appropriate environment for children;**
- Judging Rating Cards are provided by CSEF at Judges' Check-In;
- Pre-printed labels with the student's name, project number and title will be provided by me at the Captains' Briefing for all judging teams to affix to the rating forms; and
- Suggested attire for CSEF is business casual and comfortable shoes

Best of CSEF/All-Fair Project Judging

The Best of CSEF Judging Team consisting of the Category Team Captains from each division and category will be looking only at the 1st place projects from each of the categories to choose 1st, 2nd and 3rd place in the Junior Division and an additional 4th place in the Senior Division. As in the past, Best of CSEF judging starts at 5:45 p.m. and will not be completed until 8:30 p.m. Pizza will be provided for Best of CSEF Judges.

Again, thank you so much for volunteering and I look forward to seeing everyone and supporting all the Finalists on their journey to creating a better future for themselves and for us! If you have any further questions, please feel free to contact me by email or phone.

Nancy Vaughan

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cc: Courtney Butler, Executive Director, Colorado State Science Fair