

Display & Safety Inspection Instructions

- Review the Display & Safety regulations and Set-Up Approval Form prior to CSEF and make notes of areas to ask for clarification.
- Regulations will be taped to the clip boards for easy reference during Display & Safety checks.
- The following will be the procedure Finalists will follow during set-up, Display & Safety approval and photography:
 1. Finalist picks up his/her packet from Registration.
 2. Finalist sets up his/her project at the assigned spot.
 3. Once the project is completely set up, the Finalist will turn in the Set-Up Approval Form to the Display & Safety table.
 4. Display & Safety Inspectors will pick up the Set-Up Approval Forms from the Display & Safety table as they are available and go to the indicated projects to review them.
 5. Display & Safety Inspectors will review the project and make an initial determination of compliance:
 - a. If the project passes review, mark the Set-Up Ready Form as such and sign it, put a colored dot on the hang tag in the Display & Safety box, and give the Finalist(s) a signed Photo Ready Card.
 - b. If the project does not pass review, indicate what needs to be fixed on the Set-Up Ready Form and have the Finalist(s) fix the problem(s). If something needs to be fixed, **do not** sign the Set-Up Ready Form or give the Finalist(s) a Photo Ready Card until you have rechecked the project and the problem(s) have been taken care of.
 6. Once the project has been cleared by the Display & Safety inspectors and the Finalist(s) have obtained a Photo Ready Card, the Finalist will turn that in to the Photography table.
 7. Photographers will pick up the Photo Ready Cards as they are available and take the Official Photos.
- If you have any concerns about a project and are not sure how to assess it, you may ask Candus Muir (Junior Division) or Penny Propst (Senior Division) for assistance.
- Finalists not having a Set-Up Ready Form need to see the Scientific Review Committee prior to being inspected by Display & Safety – these Finalist's packets have been marked, but just in case some get through, you will know where to send them – Room 310 with their Intel ISEF forms.

CSEF Set-up Approval Form
Scientific Review Committee/Display & Safety Committee

Finalist's Name: «Print Name»
«Team Member 1»
«Team Member 2»

Project Number: «Project Number»

«DS Clear», this project has/has not been initially approved by the Scientific Review Committee. If NO, the Scientific Review Committee must clear this project prior to allowing set-up: _____

I. Set up the project.

II. Turn this form in to the Display & Safety table for assignment to a D & S Reviewer.

III. Have the project inspected by a D & S Reviewer.

Approved Not Approved N/A

- | | | |
|-----------------------------|-----------------------------|---|
| a. <input type="checkbox"/> | a. <input type="checkbox"/> | a. Project Size (30 in. deep x 48 in. wide x 108 in. floor to top of project). |
| b. <input type="checkbox"/> | b. <input type="checkbox"/> | b. All required CSEF and ISEF forms are in the research notebook. |
| c. <input type="checkbox"/> | c. <input type="checkbox"/> | c. Project does not have any prohibited items.
(see Items Not Allowed list) |
| d. <input type="checkbox"/> | d. <input type="checkbox"/> | d. Project has items allowed, but with restrictions.
(see Items Allowed with Restrictions list). Please list below:
_____ |
| e. <input type="checkbox"/> | e. <input type="checkbox"/> | e. Project adheres to ALL rules regarding photographs
(see Photography Rules list). |

IV. Initial Display & Safety Approval

_____ No violation was found.

_____ A violation was found during inspection, but was corrected immediately. Describe briefly:

_____ Project is NOT approved at this time. Major corrections need to be made and project re-inspected:

Inspector Granting Approval: _____ Signature: _____
Print Last Name

V. After approval, affix hang tag with D & S sticker and present student with a Photo Ready Card.

VI. Turn Photo Ready Card in at the Photography Table.

VII. Have an Official Photo taken and a Photo sticker placed on the hang tag.

Important Notes:

- Once a project has been approved, this signed form must be turned in to the Display & Safety table.
- All projects are subject to continued review by both the Scientific Review Committee and Display & Safety Committee.
- Items found at a project display after initial approval that are not allowed, will be taken to the registration booth for students to claim at a later time. These items must NOT be returned to the project display or the items will be confiscated indefinitely.
- Once the Official Photo has been taken and a display has been approved, the student is free to go to lunch.
- The student's research notebook, including all ISEF paperwork, journals, etc., MUST remain at the project for the duration of the CSEF.

Display & Safety Regulations

Display Regulations

Physical Exhibit:

The dimensions of ALL project materials may not exceed 108" high, 48" wide and 30" deep and nothing can be attached to the table or wall.

Research Notebook:

These forms do NOT need to be in this particular order, just present in the notebook.

1. Signed CSEF Abstract
2. Signed Checklist for Adult Sponsor Form 1
3. Student Checklist Form 1A
4. Research Plan
5. Signed Approval Form 1B
6. All other pertinent ISEF or CSEF forms

Photography/Images:

Photographs, visual images, charts, tables and/or graphs are allowed if:

1. It has a credit line attached indicating who took the photo, where an image came from or who created the graph/table.
2. It is not deemed offensive or inappropriate (which included images/photos showing vertebrate animals/humans in surgical, necrotizing or dissection situations) by the SRC, Display & Safety Committee or CSEF.
3. It is from the Internet, magazine, newspaper, journal, etc. and a credit line is attached.
4. It is a photograph or visual depiction of the finalist.
5. It is a photograph of a person other than that of the finalist(s) as long as there is a photo release signed by the subject, and if under 18, also by the guardian of the subject.

Items NOT Allowed to be Displayed at the Project:

1. **Logos**, trademarks, flags, **patent status**, **acknowledgements** (written or graphic), awards or medals.
2. Any items intended for distribution (**business cards**, CDs, DVDs, flash drives, **brochures**, booklets, endorsements, food items, etc.).
3. Personal information (addresses, social media accounts, phone number, QR codes, etc.) of finalist.
4. Active internet or email connections as part of the display or operating the project.
5. Prior year's written material or visual depictions on the vertical display board (exception: the project title may mention which year the project is in).

Safety Regulations

Items NOT Allowed at the Project Display:

1. **Living Organisms** including plants; **Taxidermy** specimens or parts; **Preserved Vertebrate or Invertebrate Animals**; **Human or Animal Parts or Body Fluids**; human or animal **Food**
2. **Plant Materials** (living, dead or preserved) that are in their raw, unprocessed or non-manufactured state; **Soil**, **Sand**, **Rock**, and/or waste samples
3. All **Chemicals** including **Water** (projects may NOT use water in any form in a demonstration)
4. **All Hazardous Substances or Devices** (i.e.: poisons, drugs, **firearms, weapons, ammunition**, reloading devices, grease/oil, dry ice, lasers, etc.)
5. **3-D Printers** (unless power source removed)
6. **Lasers** or **Laser Pointers**
7. **Drones** or any flight-capable apparatus (unless propulsion power source is removed)
8. **Glass**; **Sharp Items** (i.e.: syringes, needles, pipettes, knives, etc.); **Flames** or highly flammable materials; **Batteries** with open top cells
9. Any apparatus deemed unsafe by the Scientific Review Committee, the Display & Safety Committee or CSEF can ONLY be displayed and not operated, including: **insulated apparatus producing extreme temperatures, unshielded belts, pulleys, chains moving parts with tension or pinch points.**
10. Project sounds, lights, odors or any other display items must not be distracting.

CSEF, the Display & Safety Committee, and/or the Scientific Review Committee reserve the right to remove any project for safety reasons or to protect the integrity of the CSEF and its rules and regulations.

No changes, modifications or additions to projects may be made after approval by the Display & Safety Inspector and SRC.