



Special Instructions for Captains

Captains are asked to play a leadership role. It is important that they keep their judging group on schedule, resolve any conflicts, help to reach a consensus when rating projects and hand in all necessary paperwork in a timely fashion.

While projects will be assigned to a judging group ahead of time, Captains and other judge members will not. One Captain's packet per judging group, to be claimed on a first-come first-served basis, will be placed out on tables in the judges' area organized by science category. At the **end** of orientation, Captains will be asked to help place unassigned judges, organize equal-size judge groups among the judges at their category table(s) and distribute forms to their judge group members.

No student verification this year:

In the past, before judging began, Captains have been asked to verify that all students in their group have arrived and set up their projects, and obtain their phone numbers. This task will now be performed by the Fair Display & Safety Committee during project set-up. This will make better use of Captains' time and enable judging to begin promptly. Student attendance sheets will be available to Captains at the Central Administration desk if needed.

Round One 9:00 a.m. - 11:45 a.m.

We suggest your judges individually interview students during the ~ 9:00 -11:00 a.m. period, allowing around 8-10 minutes for each project, and then you use the period after 11 a.m. to confer, compare notes, and revisit projects as a group if needed. At the end of this process, the captain will fill out a Round One Results Forms for their group and hand it in **no later than 11:45 a.m.** It will include the top three projects (in no particular order) which will be eligible for Round Two; plus, two (optional) suggestions for Honorable Mention.

Note: If there is only one judge group for a science category, you will bypass the Round One Results Form and turn in the Round Two form (provided in the Captain's packet that day) instead. In this case, the Round One judges will be responsible for selecting First-, Second- and Third-place and up to six Honorable Mentions in their science category.

Round Two 11:45 a.m. – 12.45 p.m.

All Judge Captains will be asked to continue on immediately to judge in Round Two (no lunch break!). If a Captain is unable to stay, it is imperative that he/she find a representative from his or her group that can stay. Decisions will be based on the Captains' discussions and further review of the project displays. During Round Two, judges will select the First-, Second- and Third-place winners plus up to six Honorable Mentions in their entire science category. Give first consideration for Honorable Mentions to projects designated as one of the "top three in group" during Round One but do not win First-, Second- and Third-place in science category. We encourage you to **give out six honorable mentions whenever possible.** The more students we are able to reward, the better.

Captains Parking – an area adjacent to the fair entrance will be designated. No pass is required.