

Creating a Project Board

What a Well-Designed Project Board Should Accomplish

- ▶ Provides judges and the public with an overview of your project when you are not there to explain
- ▶ Emphasizes succinctly the scope of the project, the nature of the research, and the results
- ▶ Demonstrates your authority as a researcher by the neatness and correctness of the information presented

Considerations

Type of Display:

- Tabletop (*Note: If a table is used, the height, width, and depth of the table must be considered part of the project and figured in with the total dimensions of the project.*)
- Freestanding (*Note: Any apparatus used to hold the poster or board must fit within the allowed dimensions.*)

Origin of Board:

- Commercial
- Self-made

Size and Weight:

- As you may have to travel by air to the Intel ISEF, consider developing a display that is light in weight and portable in size that can be carried easily on the plane, shipped quickly and inexpensively, or assembled onsite.

Dimensions of Project Display

- Tables supplied to Finalists at Intel ISEF are the permitted width (side to side: 48 in/76 cm) and depth (front to back: 30 in/122 cm).
- The permitted height (floor to top) from the floor to the top of the project is 108 in/274 cm.



Examples of Freestanding Displays



Note: In a freestanding project, the apparatus used to display the poster must not exceed the dimensions allowed. Also, the back curtain cannot be used for support.



Tabletop Displays



Note!

In the examples just shown, you will notice each is a project that can be easily assembled at the Intel ISEF and would not exceed 70 lbs. in weight.

Each is also an example of a board that can be reused, or at least the frameworks can be reused, should you compete another year.

A Few Rules to Follow

- Keep the display simple. Avoid clutter. Judges and the public viewing the board must be able to comprehend quickly what your research involved.
- Use no more than two or three colors, and choose colors appropriate to your subject.
- Arrange the information logically.
- Credit all data tables, charts, graphs, or photographs you use.

PowerPoints & Videos

PowerPoints and videos can be excellent complements to the text and graphics on a project board. However, they should not be the sole presentation of the project for the following reasons:

- *PowerPoint and Video presentations must be reviewed for content. If there are any major violations in the content, it may be too difficult to make changes in time for judging.*
- *Judges or the public seldom take the time to view the whole presentation.*

Project Configuration

Your project must be centered against the back curtain, but you cannot use the curtain for support.



What the Board Should Display

Purpose

Hypothesis

Materials

Procedure

Title

(Keep it simple)

Graphs

Pictures

Data

Results

Conclusion

Abstract

Other Required

Paperwork

Project Title

- ▶ Again, keep it simple and short. It should be readable from a minimum of six feet.
- ▶ Try to develop a phrasing that captures attention but succinctly represents your research.



Required Paperwork for Intel ISEF

- Every Finalist must display vertically
 - *an Original Abstract*
 - *an SRC/DS2 Approval.*
- In addition, if the Finalist is continuing research from a previous year and/or has used a research institution, the following documents must be vertically displayed:
 - *Continuation Research Form 7*
 - *Research Institution Form 1C*
- If a Finalist uses Human Subjects and/or displays pictures of individuals other than family members, signed consent forms must be kept in a folder at the display.

Original Abstract

- Every Finalist must display vertically an Original Abstract. The abstract must be the one the Finalist submits when registering for Intel ISEF.
- A Finalist will receive two embossed copies of the original abstract once the project has been cleared for set-up at Intel ISEF. One is for displaying vertically; the other is to be used to make copies to hand out to judges and the public.

Intel ISEF OFFICIAL ABSTRACT and CERTIFICATION

Category: Pick one only--mark an "X" in box at right

Behavioral and Social Science	<input type="checkbox"/>
Biochemistry	<input type="checkbox"/>
Botany	<input type="checkbox"/>
Chemistry	<input type="checkbox"/>
Computers	<input type="checkbox"/>
Earth Sciences	<input type="checkbox"/>
Engineering	<input type="checkbox"/>
Environmental Sciences	<input type="checkbox"/>
Mathematics	<input type="checkbox"/>
Medicine and Health	<input type="checkbox"/>
Microbiology	<input type="checkbox"/>
Space Science	<input type="checkbox"/>
Physics	<input type="checkbox"/>
Zoology	<input type="checkbox"/>

1. As a part of this research project, the student directly handled, manipulated, or interacted with (check ALL that apply): ☐ human subjects ☐ pathogenic agents ☐ recombinant DNA
☐ non-human vertebrate animals ☐ controlled substances ☐ human/animal tissue

2. Student independently performed all procedures as outlined in this abstract. ☐ Yes ☐ No

3. This project was conducted at a Registered Research Institution. ☐ Yes ☐ No


4. Is this project a continuation? ☐ Yes ☐ No

5. My display board includes photographs/visual depictions of humans (other than myself or my family): ☐ Yes ☐ No

I/We hereby certify that the above statements are correct and the information provided in the Abstract is the result of one year's research. I/We also attest that the above properly reflects my/our own work.

Finalist or Team Leader Signature _____ Date _____

This embossed seal attests that this project is in compliance with all federal and state laws and regulations and that all appropriate reviews and approvals have been obtained including the final clearance by the Intel ISEF Scientific Review Committee.



Completed SRC/DS2

Every Finalist must display vertically the signed SRC/DS2 Form once the project has been approved by a Display and Safety inspector.

Intel ISEF Project Set-up Approval - Form SRC/DS2 Scientific Review Committee/Display and Safety Committee

Finalist's Name: _____ Project ID Number: _____

Your project has been initially approved by the
Scientific Review Committee. You may now set up
your project.

Nancy Aiello, Chairperson
Scientific Review Committee (SRC)

I. Set up your project and bring the following to the HUB:

1. This form (SRC/DS2) with Initial SRC Approval (as noted above).
2. Return Shipping Form (SHI)
3. Embossed Intel ISEF Official Abstract and Certification.

Items in Section I above checked by: _____

II. Have your project inspected by Display and Safety:

Approved Not Approved N/A

- | | | |
|------------------------------|------------------------------|--|
| 1. <input type="checkbox"/> | 1. <input type="checkbox"/> | 1. Project Size (30 in. deep x 48 in. wide x 108 in. floor to top of project). |
| 2. <input type="checkbox"/> | 2. <input type="checkbox"/> | 2. Project is in correct position in booth. |
| 3. <input type="checkbox"/> | 3. <input type="checkbox"/> | 3. Embossed Official Abstract and Certification is <u>vertically displayed</u> and is the only abstract displayed. |
| 4. <input type="checkbox"/> | 4. <input type="checkbox"/> | 4. Continuation Projects Form (7), if applicable, is <u>vertically displayed</u> . |
| 5. <input type="checkbox"/> | 5. <input type="checkbox"/> | 5. Research Institution Form (1C), if applicable, is <u>vertically displayed</u> . |
| 6. <input type="checkbox"/> | 6. <input type="checkbox"/> | 6. Non-paper-based (computer, video, audio-visual, slides) presentation reviewed. |
| Type of presentation: _____ | | |
| Signature: _____ | | |
| 7. <input type="checkbox"/> | 7. <input type="checkbox"/> | 7. Items not allowed (see page 5 of Intel ISEF Rules and the DS3S form) |
| 8. <input type="checkbox"/> | 8. <input type="checkbox"/> | 8. Items allowed but with restrictions (see page 5 of Intel ISEF Rules & DS3S form) |
| 9. <input type="checkbox"/> | 9. <input type="checkbox"/> | 9. Electrical Regulations (see page 6 of Rules and DS3S form) |
| 10. <input type="checkbox"/> | 10. <input type="checkbox"/> | 10. Adheres to ALL Rules regarding photographs. Signature: _____ |
| 11. <input type="checkbox"/> | 11. <input type="checkbox"/> | 11. All other Rules (see pages 6 and 7 of the Intel ISEF Rules and the DS3S form) |

III. Display and Safety Violation

DS3S Violation Report Issued by: (Print name) _____

If a violation was found during inspection but was corrected without a DS3S form being issued, describe briefly: _____

IV. Initial Display and Safety Approval

If no violation was found, check here: _____

D&S Inspector granting approval: (Print name) _____

Signature: _____

- Once your project is approved, this signed form (SRC/DS2) must be VERTICALLY DISPLAYED at your project at all times.
- All projects are subject to continuing review by both the Scientific Review Committee and the Display and Safety Committee.
- Check your project for additional violations on a regular basis between the time you receive all approvals and noon on Tuesday.

03/30/05

Continuation Project Form 7

If the project is a continuation of the previous year's research, a copy of Form 7 must be vertically displayed.

Continuation Projects Form (7)
 Required for projects that are a continuation in the same field of study as a previous project.
 This form must be accompanied by the previous year's abstract, Form (1A) and Research Plan.

Student's Name _____

To be completed by Student Researcher:
 List all components of the current project that make it new and different from previous research. Use an additional form for 2004 and earlier projects.

Components	Current Research Project	Previous Research Project
1. Title	2006-2007	2005-2006
2. Objectives	2006-2007	2005-2006
3. Variables studied	2006-2007	2005-2006
4. Line of investigation	2006-2007	2005-2006
5. Additional changes	2006-2007	2005-2006

This form must be displayed at your project to help provide the judges a better understanding of your project and what research has been done in the current year.

I hereby certify that the above information is correct and that the current year Abstract & Certification and project display board properly reflect work done only in the current year.

Student's Printed Name _____
Signature _____
Date of Signature _____

International Rules 2007-2008 Full text of the rules and electronic copies of forms are available at www.sciserv.org/ISF

Regulated Research Institution Form 1C

If a research institution is
Used, a copy of Form 1C
Must be vertically displayed.

Regulated Research Institutional/Industrial Setting Form (1C)
This form must be completed after experimentation by the adult supervising the student research conducted in a regulated research institution, industrial setting or any work site other than home, school or field.

This form MUST be displayed with your project.

Student's Name _____

Title of Project _____

To be completed by the Supervising Adult in the Setting (NOT the Student) after experimentation:

The student conducted research at my work site

a) ☐ to use the equipment b) ☐ to perform experiment(s) conduct research

1) How did the student get the idea for her/his project?
e.g. Was the project assigned, posed from a list, arose from student idea, etc.?

2) Were you made aware of the ISRF rules before experimentation? ☐ Yes ☐ No

3) Did the student work on the project as a part of a research group? ☐ Yes ☐ No
If yes, how large was the group and what kind of research group was it (student's group of adult researchers, etc.)

4) What specific procedures or equipment did the student actually use and how independently did the student work?
Please list and describe. (Do not list procedures student only observed.)

*Student research projects dealing with human subjects, vertebrate animals or potentially hazardous biological agents require review and approval by an institutional regulatory board (IRB/ILAC/IBC). **Copies of approvals must be attached, if applicable.***

Supervising Adult's Printed Name _____ Signature _____ Title _____

Institution _____ Date Signed _____

Address _____ E-mail _____ Phone _____

International Rules 2007-2008 Full text of the rules and electronic copies of forms are available at www.sciserv.org/isrf Page 13

Photo Release/Consent Form

Display of photographs other than the finalist must have a photo release signed by the subject, and if under 18 years of age, also by the guardian of the subject. These forms should not be displayed in order to protect the anonymity of human subjects but must be available for the inspector to check.

Sample Text for a Release/Consent Form

I consent to the use of visual images (photos, videos, etc.) involving my participation/my child's participation in this research.

Signed

Human Consent Forms

If the research involves human participants, Form 4 Consent forms are required from each participant. These forms should not be confused with photo credit tags or photograph consent forms and should never be displayed. Form 4 Consent forms are strictly confidential and should not be kept at the project at all, but kept in a secure location should the SRC request to see them.

Other Display Considerations

In addition to displaying required paperwork and a summary explanation of the research project procedure and conclusions, the Finalist may want to include the following:

- Graphs of data that represents depth of research or conclusions
- Pictures or illustrations of procedures
- Data books
- Mock-ups of specific designs, or laptop illustrations of procedures, etc.

The aforementioned are permitted in a display as long as they do not include items *Not Allowed for Display*, such as the following:

- ▶ living organisms (including plants)
- ▶ taxidermy specimens
- ▶ preserved vertebrate or invertebrate animals
- ▶ human/animal food
- ▶ human/animal parts or body fluids
- ▶ chemicals
- ▶ drugs
- ▶ and other items listed in the Rules.

Complete list of rules available at this site:

<http://www.societyforscience.org/page.aspx?pid=314>

Other Points to Consider

- Credit all images/photos and provide photo consent/release forms
- Make certain acknowledgments have been eliminated as they are permitted only in the research paper
- Make backup copies of all paperwork in case any is lost or misplaced
- Develop a way to secure a laptop or any permitted piece of equipment to prevent theft
- Make certain any lights or electrical equipment is UL-approved
- Provide your own UL power strip if you need more than one outlet

Examples of Items Not Allowed

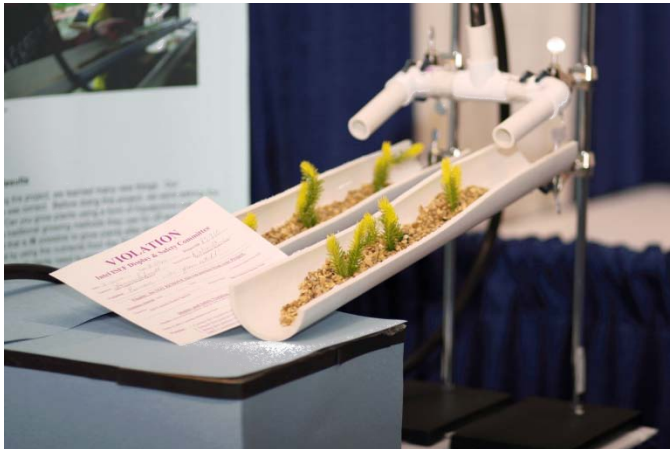


All chemicals including water. In addition, projects may not use water in any demonstration.



No soil/sand/rock/waste examples may be displayed even when encased in acrylic.

Photographs of vertebrate animals in lab procedures, unnatural environments, or stress situations not allowed.

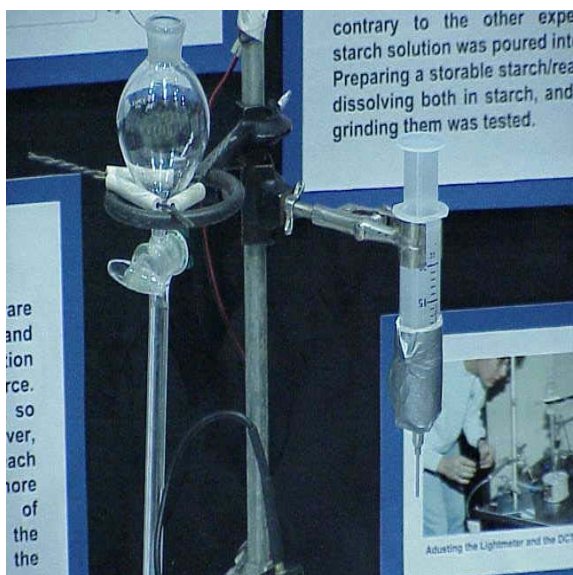


Containers of plants and dirt not allowed.



Glass items not allowed.

Plant and other dried materials scattered for decoration are not allowed.



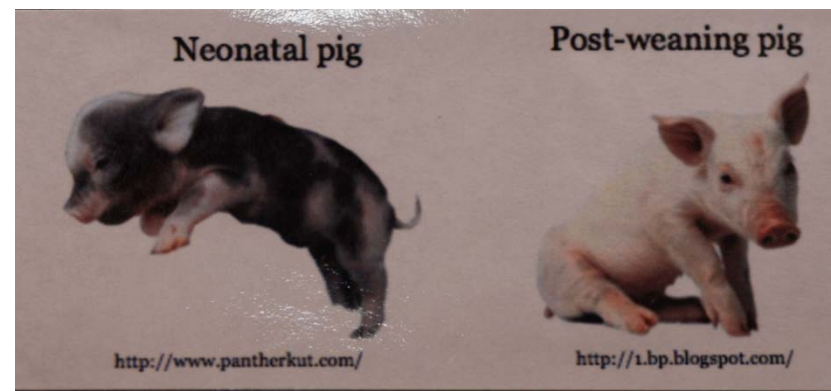
Sharp objects, such as this needle, are not allowed.



Chemical or chemical compounds not allowed.

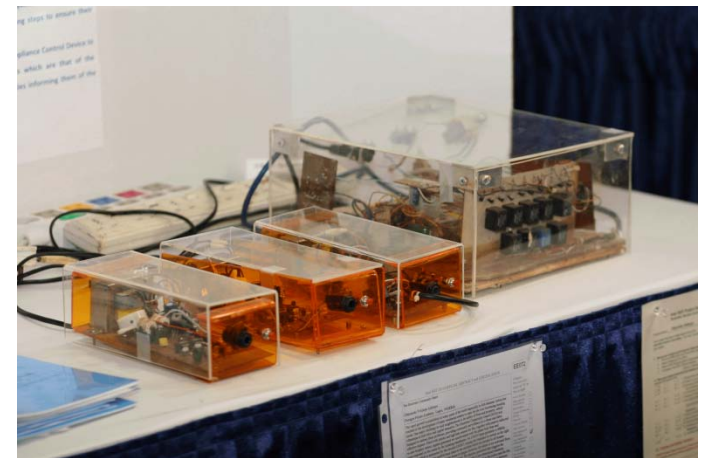
How to Credit Photos/Images

- ▶ Any photos, images, and graphs used in the display must be credited. If the finalist created all photos/images, a single credit is sufficient.
- ▶ Photos of human participants must have consent/release forms.

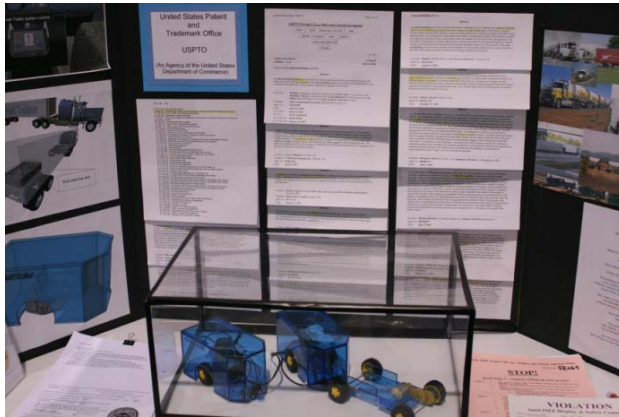


Displays with an electrical or engineering design must have no exposed wiring and connections without non-conducting shielding or a grounded metal box or cage.

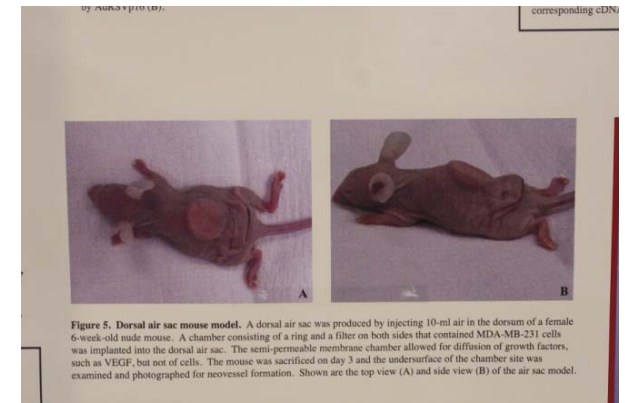
The project at top right illustrates a display that would not be approved. The bottom right was approved.



Examples of Typical Violations



Unofficial abstracts



Inappropriate animal pictures



No Photo Credits



Chemicals not allowed

Correct Freestanding Display

- All equipment displayed meets safety regulations.
- Paperwork hanging at top of display permitted.
- No awards, handouts, acknowledgments, etc., or addresses other than Finalist's are visible.

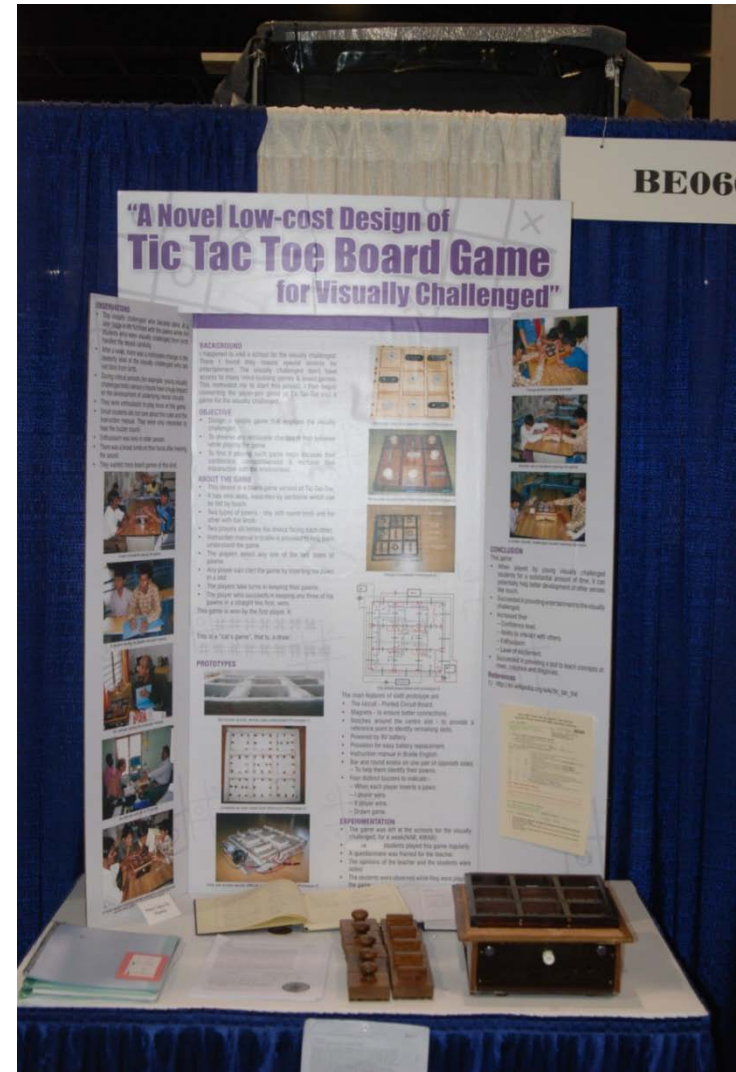


Correct Table Display

Tri-fold board does not extend over edges of the provided table, which is 30" by 48".

Required paperwork is properly displayed on front of table.

All images properly credited.



Other Resources

- ▶ Intel ISEF Rules Wizard

<http://apps.societyforscience.org/isef/students/wizard/index.asp>

The Rules Wizard has been designed as a first step to help you determine what forms and approvals are necessary before beginning a science fair project intended for competition at an Intel ISEF-affiliated fair or the Intel International Science and Engineering Fair.

- ▶ D & S Inspection :

<http://www.societyforscience.org/page.aspx?pid=314>

<http://www.societyforscience.org/page.aspx?pid=308>

These sites contain rules and regulations for display and a training PPT. for Volunteer D & S Inspectors.

- ▶ SRC PowerPoint: <http://www.societyforscience.org/page.aspx?pid=312>

The Scientific Review PowerPoint reviews regulations for projects. Reviews role of supervisors, etc., and all required paperwork.

Board Websites

▶ <http://www.officedepot.com/>

▶ <http://www.staples.com/>

Office Depot and Staples are national suppliers of office materials used in developing project boards.

▶ <http://www.showboard.com/>

Show Board is a national supplier of boards frequently used in science fair projects.

▶ http://www.sciencebuddies.org/mentoring/project_display_board_advanced_design.shtml

Science Buddies is an excellent site for free science fair project ideas, answers, and tools.

Intel ISEF Contacts for Additional Information

- ▶ John Cole, Chair of Intel ISEF Display & Safety Committee, displayandsafety@societyforscience.org
- ▶ Nancy Aiello, Chair of the Intel ISEF Scientific Review Committee, SRC@societyforscience.org