**Key dates Showcase 2016**

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| **Monday February 29th, 4 PM** | **Deadline for Clemente set-up sheets** |
| **Friday March 18th, 4 PM** | **Deadline for Poster Submissions (early submissions accepted and encouraged)** |
| **Friday March 25th, 4 PM** | **Deadline for E-book Submissions (early submissions accepted and encouraged)** |
| **Thursday April 7th, 10 AM to 1 PM** | **Move large projects into Clemente** |
| **Thursday April 7th, 1 PM to 4 PM** | **Set-up all other projects and posters** |
| **Thursday April 7th, 5:30 to 7:00 PM** | **VIP UCAS event in Clemente – select project presentations, by invitation only** |
| **Friday April 8th, 8 AM** | **Clemente open to students** |
| **Friday April 8th, 9AM to 4 PM** | **Project displays to be staffed by scheduled team members (business or team attire)**  |
| **Friday April 8th, 10 AM** | **Opens to the general public and Judging begins** |
| **Friday April 8th, 4 PM** | **Awards Ceremony begins** |
| **Saturday April 9th, 11 AM to 2 PM** | **Discovery Day, projects displays to be staffed (business casual or team attire)** |
| **Saturday April 9th, 2 PM to 3:30 PM** | **Removal of projects and posters** |
| **Saturday April 9th, 2:30 PM**  | **Removal of large projects requiring special handling** |
| **Saturday April 9th 3:30 PM** | **All items removed from Clemente** |

**Information for Project Displays**

* Each team is responsible for scheduling their project display to be attended by a team member during the day of Showcase and for Discovery Day. Please do not leave display unattended.
* Televisions, monitors, electronic, and other electrical equipment will not be supplied – teams must supply their own and request the correct number of electrical outlets for them in advance
* Add-on Power strips are not permitted - the team must specify the exact number of outlets needed. Refer to Showcase Set-up Info.
* Chairs will not be provided to displays during the judging window from 10 AM to 3:30 PM, please do not pull in chairs from other areas during judging. If there is a specific need, please make it known to Laurie Guiser (lguiser@fit.edu).
* Project Posters will be displayed behind the tables and projects, above table height for good viewing. Additional presentation material is permitted on the table and/or with the project itself. Examples include laptop presentations, models, printed presentation materials, etc.

Showcase Set-up Info – due **Monday February** **29th**

**Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Team Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

What is the # of electrical outlets your project display requires (0, 1 or 2)? \_\_\_\_\_\_\_\_

Note that the use of add-on power strips is not permitted so plan accordingly.

If more than 2 are needed, please see Laurie Guiser before March 1st, 2016. Submit this sheet by **Monday February 29th** all the same.

Display size: standard ½ table (4 ft x 2.5 ft), Yes\_\_\_ No\_\_\_

If no, too large for table and need floor space: Specify dimensions \_\_\_ ft x \_\_\_ ft

Primary contact for Set-up Thursday: (name/phone number)

Primary contact for Showcase Friday: (name/phone number)

Primary contact for Discovery Day / Break down Saturday: (name/phone number)

If your team has special needs not covered here, see Laurie Guiser. Last minute requests cannot be accommodated.

**Please return this form to** **lguiser@fit.edu** **or drop a copy in the HSDC office**