**Key dates Showcase 2017**

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| --- | --- |
| **Monday February 27th, 4 PM** | **Deadline for Clemente set-up sheets** |
| **Friday March 17th, 4 PM** | **Deadline for Poster Submissions (early submissions accepted and encouraged)** |
| **Friday March 24th, 4 PM** | **Deadline for E-book Submissions (early submissions accepted and encouraged)** |
| **Thursday April 6th, 10 AM to 1 PM** | **Move large projects into Clemente** |
| **Thursday April 6th, 1 PM to 4 PM** | **Set-up all other projects and posters** |
| **Thursday April 6th, 5:30 to 7:00 PM** | **VIP UCAS event in Clemente – select project presentations, by invitation only** |
| **Day of Showcase:** |
| **Friday April 7th, 8 AM** | **Clemente open to students** |
| **Friday April 7th, 9AM to 4 PM** | **Project displays to be staffed by scheduled team members (business or team attire)**  |
| **Friday April 7th, 10 AM** | **Opens to the general public and Judging begins** |
| **Friday April 7th, 4 PM** | **Awards Ceremony begins** |
| **Discovery Day:** |
| **Saturday April 8th, 11 AM to 2 PM** | **Discovery Day, projects displays to be staffed (business casual or team attire)** |
| **Saturday April 8th, 2 PM to 3:00 PM** | **Removal of projects and posters** |
| **Saturday April 8th, 2:30 PM**  | **Removal of large projects requiring special handling** |
| **Saturday April 8th 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. Electrical outlets are limited in the Clemente Center.
* Last minute add-on power strips are not permitted - the team must specify the exact number of outlets needed. Refer to Showcase Set-up Info on next page.
* Projects must be clean and free of liquids – no water, fuels, oils etc.
* 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) in advance.
* 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.
* The team is responsible for the breakdown and the removal of their project displays on Saturday April 8, 2017 after Discovery Day has ended.

Showcase Set-up Info – due **Monday February** **27th**

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

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

**Department & Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Note that the use of add-on power strips must be pre-approved, so plan accordingly.

If more than 2 are needed, please see Laurie Guiser before March 1st, 2017. Submit this sheet by **Monday February 27th** all the same.

Display size: will the project fit on standard ½ table (4 foot by 2.5 foot.)

Yes\_\_\_\_\_

No \_\_\_\_\_ Display too large for table and needs floor space

Specify dimensions \_\_\_ feet by \_\_\_ feet

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**