**Key dates Showcase 2017**

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| **~~Monday February 27~~~~th~~~~, 4 PM~~** | **~~Deadline for Clemente set-up sheets~~** |
| **~~Friday March 17~~~~th,~~ ~~4 PM~~** | **~~Deadline for Poster Submissions~~** **~~(early submissions accepted and encouraged)~~** |
| **~~Friday March 24~~~~th~~~~, 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, 4:45 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~~** **8:30 AM to 3:30 PM** | **Project displays to be staffed by scheduled team members and Judging begins****(business or team attire)**  |
| **Friday April 7th, ~~10 AM~~ 11 AM** | **Opens to the general public**  |
| **Friday April 7th 3:30 PM**  | **Teams transfer over to Gleason Auditorium** |
| **Friday April 7th, 4 PM** | **Awards Ceremony begins in Gleason – Teams please sit together in the auditorium!** |
| **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.
* 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 8:30 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.
* **Remember – projects with power must be protected from all contact – this means wires, connections, battery terminals, breadboards, etc. – must be covered and isolated from contact. Plan for covers/acrylic boxes/sandwich box covers as needed.**
* **Projects also need to consider protection for the public for sharp edges, pinch points, any other hazards. If in doubt, make sure it cannot be touched.**
* **Please sit together with your project team for Awards Ceremony in Gleason**