

## Participant Information Booklet

### Contents

<b>Item</b>	<b>Page</b>
Congratulations & Welcome	1
Message to Parents	2
Location	2
Schedule	3
Emergency Contact	3
Medical Conditions and Allergies	4
French Projects	4
Judging and Awards	4
Regulations	5
Expectations & Requirements	5
Display Equipment and Damage	7
Safety & Ethics Guidelines	7
Project and Display Guidelines	7
Report Guidelines	7
FAQs	8

### **Congratulations & Welcome to Halifax Sci-Tech Expo!!**

You have already demonstrated excellence by being selected by your school to attend the Halifax Sci-Tech Expo (HSTE). During the day of the event, be confident, have fun and be proud of your accomplishments. There may be media present in the morning and they will want to talk with some of you. No one is required to talk with media but if you do, relax and be yourself.

Throughout the day you will have the opportunity to meet students from other schools. Remember that you are an ambassador for your school, but enjoy this

social element of the event and make new friends. Networking among like-minded individuals is important!

The HSTE Committee has been working hard to ensure this event is both meaningful and memorable for you. We also value your feedback so that we can do things better next year.

Congratulations and we look forward to meeting you on the set-up day and the day of the event!

## **Message to Parents**

The HSTE Committee is proud to be hosting your young scientist at the regional science fair for HRM. They have already won a significant honour by being selected by their school to attend this event and he/she deserves recognition for that accomplishment.

We intend to provide a secure and safe environment for your son or daughter while allowing them to enjoy their experience fully, whether it is the first time they have been involved in such an activity, or they have attended similar events. All participants, including judges, volunteers and committee members will be issued a name tag that they will be required to wear throughout the day.

Please read this information package, as well as online items referred to in this package, with your son or daughter and ensure they are aware of all details.

Please ensure that your child understands that the committee members in attendance are acting on your behalf, and that your child must have any activity approved by that adult before proceeding. Having your child recognize the authority of the committee and volunteers is vital to the safety and well being of your child.

The Keynote Speaker and Awards Ceremony will take place at 4:00 pm in the ScotiaBank Theatre. Participants must be present for all aspects of judging to be eligible for an award.

If you have any questions, or would like more information please contact the Committee at [hste@gnspes.ca](mailto:hste@gnspes.ca).

## **Location**

**Saint Mary's University** – 923 Robie Street, Halifax. We'll be in Loyola building, room 290 (Conference Hall) for most of the day. See the attached map for location of the best and closest entrance. This provides a good place to drop off participants and projects.

**Parking** – There is very limited parking on the campus for visitors. If you need to park, please use spaces on local side streets.

**Lunch** - Students should either bring money to pay for lunch on site (a couple of coffee shops or and the Dockside Dining Room operated by **Aramark**) or they should bring their lunch. A small snack will be available in the afternoon.

## Schedule

### Set-up Day

- 3:00 pm – 7:00 pm
- Students arrive at Saint Mary's University to set up projects
  - Safety and Ethics Inspections completed

**Note:** Set-up and inspections usually take no more than 45 minutes, but it could take longer depending on when participants arrive. Participants are NOT to leave before inspections are completed.

### Judging Day (Judging times are approximate)

- 8:30 am Students may enter the judging hall
- 9:00 am (Sharp) Students to take position with their projects
- 9:15 – 11:30 am First rounds of judging
- 11:30 am – 12:30 pm Lunch break for judges  
Judges deliberations  
Preliminary ranking of projects
- 11:30 am – 12:15 pm Lunch break for students
- 12:30 – 3:00 pm Continued judging as required  
Judges deliberations
- 2:00 – 4:00 pm Halifax Sci-Tech Expo open for public and media viewing and media interviews (Loyola Conference Room)
- 4:00 pm Participants and guests move to ScotiaBank Theatre for Keynote Address and Awards Presentations
- Following Presentations Students clear projects
- Approx 5:00 pm HSTE Committee meet with students chosen to go to Canada Wide Science Fair

### Emergency Contact

Participants are reminded to ensure their emergency contact information is complete and up to date in the registration system.

If parents need to contact the committee or their son/daughter during the event please phone 830-3623. **This number will only be in effect during the following times:**

- Set-up Day - 3pm to 7pm

- Judging Day - 8am to 6pm

## **Medical conditions & allergies**

Participants are reminded to ensure any medical conditions and/or serious allergies are recorded in the registration system under Medical Alert Information.

## **Supervision**

While in the display/judging hall, participants will be supervised by HSTE Committee members. Supervision beyond that is up to school guidelines. Only participants, committee members and judges are permitted in the judging hall.

## **French Projects**

Participants whose projects have been done in French, should be prepared to discuss and present their project in English. While we are making every effort to provide judges in both languages, this cannot be guaranteed.

## **Judging and Awards**

The purpose of the HSTE Awards is to reward outstanding scientific and technological achievement and excellence by HRM's young scientists at the regional level and to recognize those regional finalists at the HSTE whose achievement places them above the rest.

Awards include the Special Awards (including several university scholarships), Medals of Excellence and Grand Awards (those chosen to attend the Canada-Wide Science Fair, CWSF), cash prizes and scholarships.

### **Judging Policy**

HSTE Judges will use a judging form/rubric that closely resembles the one used at CWSF, which is available in the registration portal under "My Documents".

Our judging coordinator will brief the judges to ensure they are using the same criteria in marking projects. Many judges have extensive experience judging science fairs at various levels.

Awards are assigned to the best eligible project on the basis of ranking projects relative to others at the current HSTE.

Award recipients are selected based on the quality of their projects and presentations. Neither formal nor informal selection criteria based on gender or ethnocultural heritage are permitted at HSTE.

## **Judging Process & Awards**

### **Special Awards**

Special Awards are open to projects within specific scientific focus areas or disciplines, selected by participants during online registration.

These awards are for outstanding projects that meet specific criteria within a particular aspect of science and often reflect the special interests of the sponsoring foundations, companies and professional associations. All Special Awards are cash prizes that vary in value. Some of these awards may also include a keeper plaque and/or certificate.

### **Committee Awards**

One or more Committee Awards may be available. These awards are not specific to a scientific focus area or discipline. Projects eligible for these awards will be identified by committee members and/or judges with final selection made by a committee of judges.

### **Excellence Awards**

Excellence Awards (HSTE Medals of Excellence) recognize science and technology excellence. The judging is a relative process, with medals awarded based on the ranking of consensus scores for each project within a grade category.

### **Scholarships**

Several universities provide scholarships to medal winners at the HSTE.

### **Grand Awards**

The Grand Awards are presented to the students selected to attend the Canada-Wide Science Fair. A panel of Grand Award Judges will select these recipients from the Excellence Award recipients.

## ***Regulations***

Youth Science Canada has policies governing the use of human participants, animals (vertebrate and invertebrate) and animal parts in research by young scientists (elementary and secondary school students). Ideally these policies are consulted prior to beginning work on the project; however, even if they have not been, they do define what is acceptable at the Canada-Wide Science Fair and we will adhere to them for the Halifax Sci-Tech Expo.

Relevant Youth Science Canada policies and forms are available under "My Documents" in the registration portal.

## ***Expectations & Requirements***

You have been selected to attend the Halifax Sci-Tech Expo, where you will be joining close to 100 top young scientists from Halifax Regional Municipality.

Be sure to celebrate this achievement, but remember that this honour comes with certain expectations and responsibilities.

HSTE uses the Youth Science Canada [Code of Conduct](#), policy on [Academic Integrity](#), [Discipline](#) and [Appeals](#). You should read and be familiar with those policies. Violation of these standards of conduct can result in a HSTE participant being disqualified and/or sent home. These policies are available online at <https://youthscience.public.doctract.com/>

## **Expectations of HSTE Participants**

### **Youth Science Canada Code of Conduct, as adopted by HSTE, requires participants to:**

- Maintain and enhance the dignity and self-esteem of HSTE participants.
- Demonstrate respect for individuals regardless of gender, ethnic or racial origin, sexual orientation, age, marital status, religion, political belief, disability or economic status.
- Direct comments or criticism appropriately and avoid public criticism of finalists, judges, committee members, volunteers, guests, staff, among others.
- Demonstrate ethical conduct and practices.
- Abstain from the non-medical use of drugs.
- Refrain from any behaviour that constitutes harassment, that is, comment or conduct, directed toward an individual or group that is offensive, abusive, racist, sexist, degrading or malicious.
- Refrain from any behaviour that constitutes sexual harassment, that is, unwelcome sexual advances or unwelcome conduct of a sexual nature.
- Comply at all times with HSTE policies, rules and regulations.

In addition, it is expected that finalists:

- Support and cooperate with other participants from their school.
- Adhere to the expectations of behaviour and conduct set out for them by their school.
- Attend their displays at all times during judging unless given permission to do otherwise
- Attend their displays at all times during the period that the HSTE is open to the public.
- Understand the consequences of serious misbehaviour as described in Youth Science Canada policies noted above.

HSTE participants shall not:

- Visit any areas declared off limits.
- Engage in any activity that will bring the moral tone of the HSTE, their school or themselves into disrepute.
- Buy, possess, consume or distribute alcohol or illegal substances and materials (including drugs).

Any finalist who experiences any incident that he or she feels is unwelcome, inappropriate or in violation of the Code of Conduct or Academic Integrity policies should report the matter immediately to a HSTE Committee member. You can be assured that any complaint will be investigated immediately.

### **Registration**

Finalists are required to complete the online HSTE registration process.

You (and a parent/guardian if you are under 18) are required to sign the HSTE Permission and Release Form.

### **Travel and Attendance**

Finalists are required to travel to/from the HSTE, be present for the entire day and stay in the project display area, unless permission is received from a Committee Member, Volunteer or Judge to leave.

### **Disqualification**

Disqualification may occur prior to or at any time during and after the HSTE for violations of the Youth Science Canada Code of Conduct, Academic Integrity policy or the HSTE policies governing the safety and ethics of student research and project displays. Any finalist disqualified after the fair will forfeit all prizes and monies awarded to him or her. Appeals are governed by the Youth Science Canada Appeals policy linked above.

### **Display Equipment and Damage**

The participant or his/her School Science Fair must supply all display equipment.

Although every effort will be made to prevent damage to exhibits, the HSTE Committee and/or its sponsors/host will accept no responsibility for loss or damage to any exhibit or part thereof.

### **Safety & Ethics Guidelines**

See <https://youthscience.ca/hste/safety-and-ethics-guidelines/>

### **Project and Display Guidelines**

See <https://youthscience.ca/hste/project-display/>

### **Report Guidelines**

See <https://youthscience.ca/hste/project-report/>

## **FAQs**

### **Will there be vegetarian food?**

If you plan to eat lunch in the Dining Hall, then, yes, the caterers are fully prepared for vegetarian, and other food needs.

### **Will there be security for the projects?**

Yes, the project area will be locked overnight on Thursday. However, you are advised not to leave valuables (i.e. iPods, computers, etc.) if you are not present.

### **Are parents able to attend the Halifax Sci-Tech Expo?**

Yes, parents, teachers and the general public are invited to visit the exhibits during public viewing from 2:00 to 4:00 pm. (See included schedule for details.) Parents and the general public are also welcome at the Awards Ceremony at 4:00 pm. No one other than participants, committee members and judges is permitted in the project display area from 9am to 2pm. If parents and/or teachers accompany participants on Friday, they will be able to stay on the campus, but not in the display room.

### **Do I have to register online?**

Yes. That is the only way you can register for the HSTE.

### **What if I need a computer for my project display?**

Finalists must make their own arrangements for any specialized equipment.

### **What do I need to bring?**

- Your project and anything related to it that will make up your display:
  - All materials, backboard and equipment for your project, carefully packed to meet airline or shipping regulations.
  - Tools and supplies needed to set up the project
  - Backup copies of all software and data (just in case)
  - Materials needed to repack the project (tape, scissors, extra packing, etc.)
- If you need electricity, you could also bring an extension cord and ensure that your need for AC power is indicated in the registration.
- Also, bring along something to do when you are not being judged or otherwise occupied with science fair activities. Sudokus are good, a personal device with games, novels to read, etc.
- Money for personal expenses
- Health card and personal identification
- Epi-pen if required

### **How should I dress?**

Smart Casual/Business Casual is recommended though there is no rule. Dress how you feel best to present yourself and your school.