



# Okanagan Shuswap Regional STEM Fair

## Student and Teacher Registration Guide

### 2026

### Introduction:

This guide is designed to support the development and presentation of effective, safe, and ethically approved STEM projects at the Okanagan Shuswap Regional STEM Fair. The information provided will help students finalize their projects and navigate the registration process. Please take the time to review all required documents to support a smooth registration experience and ensure projects are well prepared. Some of the information included has been adapted from other regional fairs, including the Vancouver Island Regional Science Fair.

### Tentative Science Fair Schedule:

Tuesday, March 10, 2026

8:30-9:00	Exhibit Set up (you must be present for the Safety Check)
9:00-9:30	Welcome and Fair Introductions
9:30-11:00	Judging Rounds
11:00-1:00	Public viewing and lunch break
1:00-2:00	Specialty Judging and Campus Activities for younger students
2:00-3:00	STEM Activities (sign up on day of)
3:00-3:30	Project Take down
3:30-4:30	Awards Ceremony

### Project Exhibit Details:

Each participant or project team should be prepared to present their work to judges, as well as to students and members of the public. To support an effective presentation, it is recommended that you have the following items:

- Backboard:** A display that clearly explains your project, including the purpose, methods, and key findings or conclusions. See the section below for guidance on display design.
- Supporting materials:** Bring any materials needed to demonstrate or explain your project. *Safety is the highest priority. Open flames, hazardous chemicals, or unsafe objects are not permitted.* Please note that the Okanagan Shuswap Regional STEM Fair is not responsible for lost or missing items. Electricity is not guaranteed at every exhibit space.
- Log book:** Include a log book to demonstrate your thinking and progress throughout the project. This may contain your initial ideas, planning, procedures, observations, and preliminary data. If your project required informed consent or ethics approval, related forms should also be included in your log book.

### Backboard Building and Design

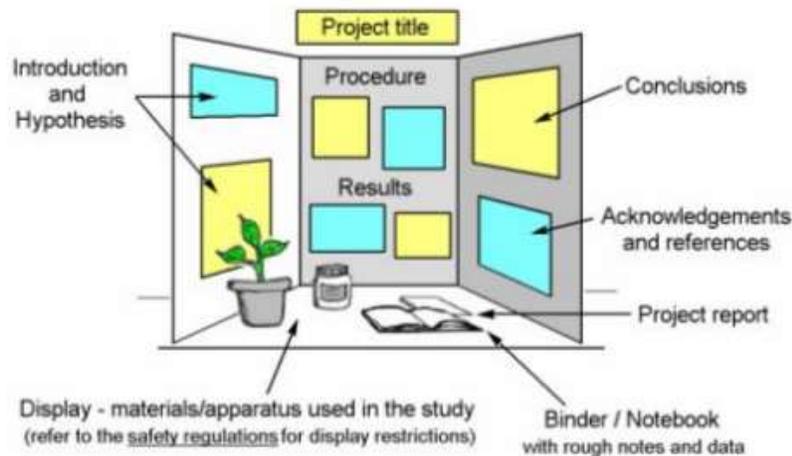
The backboard is the main way that you communicate your project to viewers. It should be interesting, attractive and informative, clearly conveying your project and results.

The maximum backboard dimensions are:

- Width: 1.2 m (120 cm / 3' 11")
- Depth: 0.8 m (80 cm / 2' 7")
- Height: 2.0 m (200 cm / 6' 6") [or up to 3.5 meters total height (350 cm / 11' 5") from floor]

Your display does not have to use the table provided. Students whose board sizes are larger than the above dimensions may be disqualified.

Here is an example to consider (from the Vancouver Island Regional Science Fair Society)



**Registration Details and what to complete.**

**Follow the steps below to complete your registration. Work through each section carefully. When prompted, print any forms that require signatures or additional details. All required materials must be submitted when you complete the Final Registration Form**

([https://ubc.ca/1.qualtrics.com/jfe/form/SV\\_833H5vKLbgHWiWy](https://ubc.ca/1.qualtrics.com/jfe/form/SV_833H5vKLbgHWiWy))

**Registration Checklist and Forms to Submit**

Please print this checklist, complete all required sections, and submit it at the end of your registration process. Note that links are active in the digital version, allowing you to access all related documents directly.

**Step 1: Safety**

Did you follow the [Safety in STEM Projects](#) guidelines when completing your project?

- YES...go to Step 2
- NO... Review the Safety in STEM Projects guidelines to ensure your project meets all requirements. Projects that do not follow safety standards may be disqualified.

**Step 2: Human or Animal Participation**

Did your project involve working with humans or animals?

- YES: Go to Step 3
- NO: Go to Step 11

**Step 3: Ethics**

When planning and completing your project, did you follow the [Ethics in STEM Projects](#) protocol?

- YES: Go to Step 4
- NO: Please review the ethics protocol, and ensure your project meets these requirements. All projects must follow ethics standards or risk disqualification.

**Step 4: Human Participants**

Did your project involve human participants?

- YES: Go to Step 5
- NO: Go to Step 8

**Step 5: Level of Risk**

Which category of Risk did applied to your project?

- [Low Risk Participation](#): Go to Step 6
- [Significant Risk Participation](#): Go to Step 7

### **Step 6: Participation of Humans in Research, Low Risk**

Bring the following to the STEM Fair to share with officials and judges:

- Approval form from your mentor, or adult supervisor stating you were approved to complete the research
- Sample Letter of Information provided to participants
- Blank Informed Consent form
- Signed Informed Consent forms (not to be displayed, but available if requested)

### **Step 7: Participation of Humans in Research, Significant Risk**

Bring the following to the STEM Fair to share with officials and judges:

- Approval from the Regional STEM Fair Ethics Committee
- Participation of Humans Significant Risk Application Form,
- Letter of Information/Consent,
- Blank Permission/Consent Form
- Signed Informed Consent/Permission forms (not to be displayed, but available if requested)
- Any other permission forms for specific details, such as exercise.

### **Step 8 : Type of Animal Research**

What type of animals (other than humans) did your research work with?

- [Invertebrates](#): Go to Step 9
- [Vertebrates](#) and [Tissue from animals or humans](#): Go to Step 10

### **Step 9: Working with Invertebrates**

Bring the following to the STEM Fair:

- [Use of Animal Research Plan](#)
- Demonstrate you are able to comply with federal legislation (Health of Animals Act, and Section 446, Cruelty to Animals)

### **Step 10: Working with Vertebrates and/or Tissue from Animals or Humans**

Bring the following to the STEM Fair:

- [Use of Animal Research Plan](#)
- Demonstrate you are able to comply with federal legislation (Health of Animals Act, and Section 446, Cruelty to Animals)
- [Use of Vertebrate Animals in Research Approval Form](#)

**Step 11: Mentors**

If a mentor, such as a scientist, engineer, parent, teacher, or peer provides guidance, training, or technical support for your project, you must disclose the mentor and their involvement. Mentors may offer advice, teach techniques, or ensure safety of the project, but they are not to conduct the research or analyze the data for you. Please complete the following details for mentorship:

- NO mentor used (entirely completed on my own): move to Step 12
- YES, a mentor was involved. If YES, complete the following details:

<b>Name of Mentor:</b>	
<b>Email Contact for Mentor:</b>	
<b>What roles did the mentor play in your project?</b>	

**Step 12: Student Code of Conduct**

As a participant at the Okanagan Shuswap Regional STEM Fair, I will agree to the following points outlined below. And in doing so, I will sign my name to the bottom, and ensure my parent/guardian sign the form as well.

By participating in OSSTEM, the Okanagan Shuswap Regional STEM Fair, I understand that I am expected to behave in a respectful and responsible manner, similar to school expectations. Based upon the following points, I will agree to:

- State that my project is my own work. The ideas, research, and data collection were completed by me. The project was not created by others, generated using artificial intelligence, or plagiarized from previous work. Any mentor or adult provided guidance and support only and did not conduct the research or analyze the data.
- Arrive on time in order to set up my project and be ready for the safety check before the opening of the fair.
- Be respectful of other projects, the facilities, people attending the fair, including the organizers and volunteers of the fair.
- Bring my own lunch, snacks, and drinks for the day. There are food options to purchase on campus, but it is not the responsibility of the OSSTEM Regional Fair or UBC to provide any food or drinks for participants.
- Bring something to keep me occupied during the down times of the fair, as there is time between judging and public viewing.
- The organizing committee and UBC are not responsible for your electronics or other valuables, and it is suggested you leave valuable things at home instead of bringing them to the fair.
- I will be present for the judging times as outlined on the day of the fair, and will be available at times during the Public Viewing to answer questions from visiting public.

**Step 13: Parent/Guardian Approval**

Please indicate the supervision arrangements for the participant:

- The participant will attend with school supervision.
  - Check with your school regarding any required supervision or field trip forms. If the school is supervising the participant, the school is responsible for providing appropriate and adequate supervision. A parent or guardian signature is still required below to confirm this arrangement.
- The participant will attend with other adult supervision, such as a parent, guardian, or designated adult. If the participant is attending without school supervision, the parent or guardian must ensure that supervision details are clearly provided below.

**Parental or Guardian Supervision Details:**

It is understood that my child/ward will attend and compete at the Okanagan Shuswap Regional STEM Fair on Tuesday, March 10, 2026, at the University of British Columbia, Okanagan Campus, in Kelowna, British Columbia. It is understood that my child/ward will have appropriate supervision while on campus and that STEM Fair organizers and volunteers are not responsible for supervising participants.

As a parent or guardian, I have read and understand the Student Code of Conduct and will ensure that my child/ward understands these expectations. If another authorized adult is named to supervise my child/ward, I understand that supervision is the responsibility of that individual and not the STEM Fair organizers, UBC staff or faculty, or volunteers. It is also understood that the designated adult supervisor will remain on campus and accessible throughout the event to provide support or supervision if needed.

<b>Name of participant:</b>				
<b>Name of Parent/Guardian of participant:</b>				
<b>Contact Phone Number of Parent/Guardian</b>				
<b>Name of Adult responsible for said participant?</b>				
<b>Contact Phone Number of Responsible Adult named above</b>				
<b>Responsible Adult's Relation to the participant:</b>	<b>Parent/ Guardian</b>	<b>Adult Family Member (not parent/ guardian)</b>	<b>Neighbour/ family friend</b>	<b>School Representative</b>

**Step 14: Signatures and Agreement:**

**Participant:**

I, \_\_\_\_\_ (name of participant), agree to the student code of conduct and will represent myself and region with respect and present my project to the best of my abilities.

\_\_\_\_\_ Student signature

\_\_\_\_\_ Date

**Parent/Guardian:**

I, \_\_\_\_\_ (print name of parent/guardian), agree to the supervision arrangements for my child or ward during the Okanagan Shuswap Regional STEM Fair as outlined above. I understand that my child or ward will attend and participate in the STEM Fair and that supervision will be provided by myself or by the designated adult named above. I acknowledge that the Okanagan Shuswap Regional STEM Fair organizers and volunteers are not responsible for the supervision or behaviour of my child or ward.

\_\_\_\_\_ Parent/Guardian Signature

\_\_\_\_\_ Date

**Step 15: Parent/Guardian Consent for Media Release**

During various events, Okanagan Shuswap Regional STEM Fair Society/Westcoast Women in Engineering, Science and Technology (WWEST)/UBCO capture media (photos, video, audio recording) of participants, and their engagement in both presenting at the Regional STEM Fair and associated activities. This media is most often shared through social media, websites, educational resources, but could be used by the media, and also for any additional promotional or learning purposes by the members of Okanagan Shuswap Regional STEM Fair Society/WWEST and/or UBCO

By signing this agreement, I agree to give permission to Okanagan Shuswap Regional STEM Fair Society/WWEST/UBCO to photograph and record my ward's image and voice on still photographs, motion picture film, audio tape, video tape or digital media. To use this material in whole or in part now and in the future through the media of television, film, internet (social media), multi-media presentation, radio, audiotape, videotape, in printed form and display form, for the promotion of the

Okanagan Shuswap Regional STEM Fair/WWEST/UBCO. Images may be cropped, altered or modified and/or combined with other images, text, audio recordings and graphics without notifying me.

I am responsible for, assign and transfer to Okanagan Shuswap Regional STEM Fair Society/WWEST/UBCO, any and all proprietary rights, including copyright, and waive all personality rights, which I may have or my ward(s) may have in this material. I understand that my ward's personal information, including images, is being collected pursuant to section 26 of the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165.

I consent to any of my ward's personal information, including images, being stored, accessed or disclosed outside of Canada. The Okanagan Shuswap Regional STEM Fair Society/WWEST/UBCO is only responsible for official uses of photographs and recordings. Any personal uses by other students or third parties outside of the promotional uses outlined above are not monitored by or the responsibility of the Okanagan Shuswap Regional STEM Fair Society/WWEST/UBCO. Any questions about the videotaping, photographing and audiotaping should be directed to: osstemfair@gmail.com.

- I on behalf of my ward(s) understand and give permission as set out above.
- I on behalf of my ward(s) DO NOT give my permission as set out above, and no photographs or videos are to be taken of my ward(s). Participants who do not have consent for media release will be identified by a system that may include wearing an alternate color of lanyard for the duration of the event.

\_\_\_\_\_ Name of Parent/Guardian

\_\_\_\_\_ Parent/Guardian Signature

\_\_\_\_\_ Date

**Step 16: Project Summary/Abstract:**

Complete a 100-300 word summary of your project. Save it as a PDF, and then upload when completing the Final Registration Form.

**Step 17: Final Registration Upload**

Please go and complete the [Final Registration form](https://ubc.ca/1.qualtrics.com/jfe/form/SV_833H5vKLbgHWiWy) (https://ubc.ca/1.qualtrics.com/jfe/form/SV\_833H5vKLbgHWiWy).

\*Be sure to have printed and scanned this document with necessary signatures and information. You must upload Steps 11 (if mentor was used), 13, 14, 15 as a single scanned document, and a separate PDF for Step 16.

**Deadline to Complete Registration is:  
Friday, February 27, 2026**