OKLAHOMA STATE
SCIENCE AND ENGINEERING FAIR

March 7, 2025

Project Materials Guidelines

In addition to required ISEF Forms (grades 6-12), **ALL students will be required to submit the following as part of the online registration:**

1. Abstract
2. Project Board Image

DEADLINES

February 11, 2025 ~ Student **ONLINE ENTRY DEADLINE** on zFairs

- ALL required ISEF Forms (includes Research Plan as part of Form 1B)
- Abstract
- PDF or clear photo/image of the project board
- Registration Fee - $30/student

March 4, 2025

Deadline to respond to comments or requirements from the Scientific Review Committee.

Deadline for parent or guardian signature on student's OSU Media/Photo and Hold Harmless waiver (sent to parent or guardian via email).

Project Board (required)

Students will need BOTH a physical display board to present during in-person judging interviews AND a project board image. *Project board images/files will be previewed by judges ahead of judging day which is very helpful for the judges and facilitates a more productive interview.*

PHYSICAL PROJECT BOARD

The Physical Project Board is often created using a typical tri-fold board system with contents attached to the board, or a board designed in PowerPoint and then printed in large format is also common. Physical project boards are displayed for judging and the Open House period.

Important - Regardless of format used to create it, the physical project board must meet display requirements. See last two pages of this document for the Display & Safety Checklist which further details the guidelines and requirements for the board and what is/is not allowed on the display.

The board must be no more than 30” deep; 48” wide; 108” from the floor to the top of project.

For any prohibited items listed on the Display & Safety Checklist, we recommend documenting them with appropriate photos and/or videos that can be displayed and shown to the judges instead.

Project Boards should include the following sections (at a minimum):

- Header with project title and student name(s).
  - NO OTHER personal info on board (i.e. school name, grade, etc.)
- Project Summary
- Rationale, Question/Purpose
- Hypothesis
- Materials and Methods
- Data (Graphs, Tables, Figures)
- Results
- Conclusions

Students may add additional sections as necessary to adequately explain their work.

Style and content guidelines for project boards:

- All photos, graphs, charts, drawings, cartoons, graphics, clip-art etc. must be properly cited.
- If any images are generated or created by student, then one statement on the board saying “All images/graphics created by student” is acceptable
- If any images or graphics are created by someone else (including AI), must properly cite source.

PROJECT BOARD IMAGE

ALL students will be **REQUIRED to upload a PDF or photograph of the student’s physical display board during OSSEF registration**

Upload the image as a PDF or image file to zFairs under the **file type “Project Board Image” during registration.**

Abstract (required)

Students will be **REQUIRED to COPY and PASTE their Abstract into the registration form**.

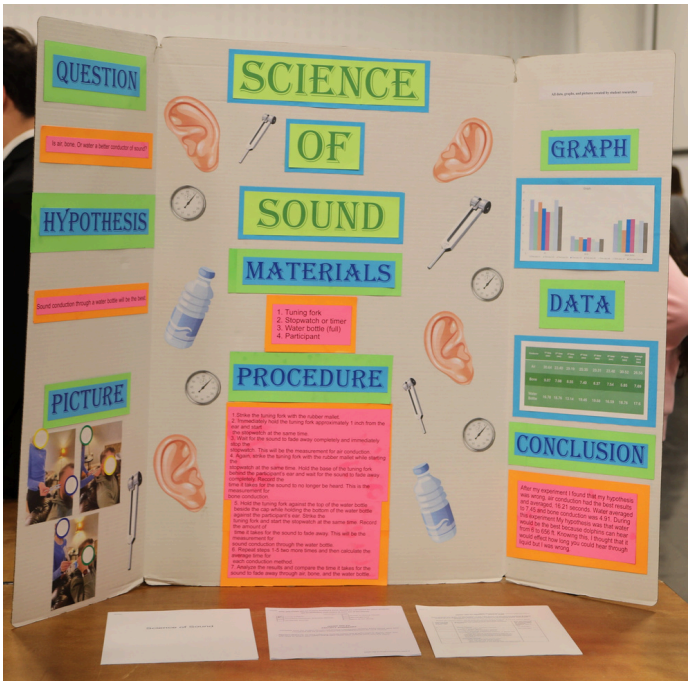
The Abstract pasted into the registration form should adhere to the following:

- NO MORE than 250 words. Must be written in the student's own words.
- Summary of the project that includes a brief discussion of the question/rationale, hypothesis, methods, and results.
- Should NOT include student names or project title.
- Should not be divided into sections. An abstract should be written in paragraph form using complete but concise sentences
- Is written in 3rd person view

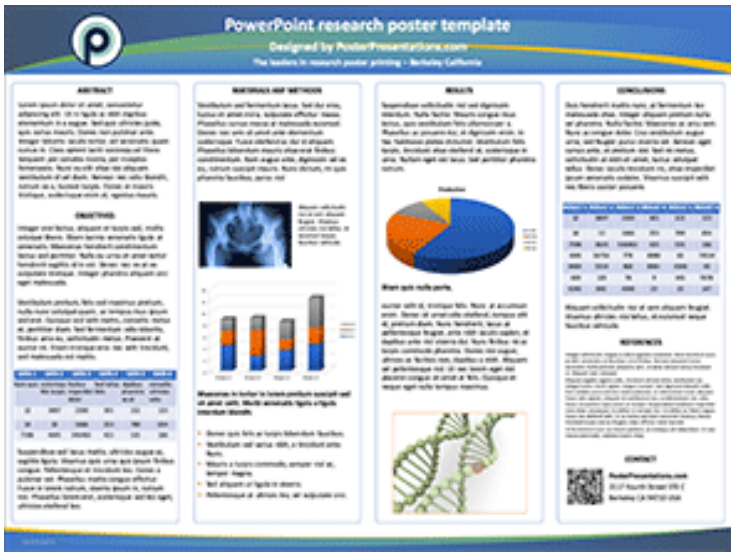
<u>Tips on writing an abstract:</u>

- Write a sentence making broad statements about the topic of research
- Write the next sentence or two focusing more narrowly on the particular intent of the research.
- Write several sentences indicating the problem to be solved and the hypothesis that was posed.
- Write a very brief statement to describe the methodology employed
- Write several concise statements indicating which variables were explored and compared and if the data obtained supported the hypothesis. These sentences summarize the results and discussion sections of the research paper.
- Write a sentence that gives the conclusion(s) of the research work and a statement of the direction for future research.
- Check to see if the number of words fit within the required abstract word count and spelling AND grammar are reviewed.

Examples - Project Board Images



Allowed: Photograph of physical display board



Allowed: PDF of computer-generated (often PowerPoint) poster or display.

Oklahoma State Science and Engineering Fair

DISPLAY & SAFETY REGULATIONS AND PROJECT SETUP APPROVAL FORM

The following regulations must be adhered to by ALL Students. Knowledge of Display & Safety requirements is the responsibility of the Student Presenter and Adult Sponsor(s). The Display & Safety Inspectors may require students to make revisions to conform to the regulations. Any questionable items or safety concerns identified during inspection require review by the Display & Safety Coordinator and/or OSSEF Directors.

Inspectors: Check each box on BOTH sides of this form after inspected and confirmed.

☐	**The project display DOES NOT have any of the PROHIBITED ITEMS as described below and on the other side of this form.**
☐	**School names, logos or sponsorships may NOT appear anywhere on the board.** **No materials such as published articles or other items intended for distribution to the judges/public.**
☐	**Display Dimensions and Construction:** • The exhibit is within 30” deep; 48” wide; 108” from the floor to the top of project (or 78” from top of table). • The exhibit items and backboard are self-standing and stable, or secured to table. • All items on display board are attached securely. • All sharp edges on project are removed or protected. No tripping hazards are present.
☐	**ALL images are PROPERLY cited.** This includes all graphs, photos, clip art, and other images or graphics on the project display, including any generated by AI. IF the student took/created all the images, one statement in a visible location on the board that states “*all images taken/created by Student/Researcher*” is acceptable.
☐	**Display of photographs** other than that of the student must have a photo release signed by the subject, and if under 18 years of age, also by the guardian of the subject (these forms must be available upon request, but shall not be displayed) OR all faces are blacked out, covered, or otherwise obscured.
☐	**LAPTOP COMPUTERS** – if a laptop is a part of the display, student must provide a laptop lock and demonstrate that it can be securely locked to the table. Laptops with no lock will not be allowed to remain on display.

I certify that this project has been inspected and complies with all Display & Safety Requirements.

_____ _____

Display & Safety Inspector Name | Display & Safety Inspector Signature

Please note any changes made to and/or items removed from the display:

_____

_____

_____

Student Acknowledgement: I hereby acknowledge that

1) I have been made aware of the display and safety requirements
2) I have been given a copy of the Exhibit Hall Map and know the Emergency Exit Plan.
3) I understand the initial inspection is complete, but a final inspection will be done before judging and regular checks are conducted throughout the Fair to ensure continued compliance. I further understand that items may be removed from my display by OSSEF staff at any time and without my consent if they pose a safety risk.

(Removed items will be photographed and held for student to pick up during project removal).

_____

Student Signature (or representative if student not present)

PLEASE LEAVE THE SIGNED FORM SO IT IS VISIBLE ON YOUR DISPLAY TABLE.

ITEMS NOT ALLOWED ON EXHIBIT

Photographs of these items are allowed as long as they are appropriate and not deemed offensive by Display & Safety inspectors.

☐	Living organisms, including plants	☐	Glass (including light/heat sources)
☐	Taxidermy specimens or parts	☐	Preserved vertebrate or invertebrate animals
☐	ALL chemicals including water. Absolutely no liquids can be utilized in the project display	☐	Flames and highly flammable materials. Any materials that were previously flame or fire tested.
☐	Plant materials (living, dead, or preserved) that are in their raw, unprocessed, or non-manufactured state	☐	Any apparatus with belts, pulleys, chains, or moving parts with tension or pinch points that are not appropriately shielded
☐	Human or animal food	☐	3D Printers unless the power source is removed
☐	Human/animal parts or body fluids	☐	Batteries with open-top cells or wet cells
☐	Soil, sand, rock, cement, concrete, and/or waste samples, even if permanently encased in acrylic	☐	Inadequately insulated apparatus capable of producing dangerous temperatures
☐	Sharp items (examples: syringes, needles, pipettes, knives)	☐	Any display items that are deemed distracting (i.e. sounds, lights, odors, etc.)
☐	Items that may have contained or been in contact with hazardous chemicals (Item ***may*** be permitted is professionally cleaned and documentation for such cleaning is available)	☐	All hazardous substances or devices (examples: poisons, drugs, firearms, weapons, ammunition, reloading devices, grease/oil and sublimating solids such as dry ice
☐	Drones or any flight capable apparatus unless the propulsion power source is removed	☐	Brand names, logos, copyrighted /trademarked images **UNLESS** integral to the project
☐	Incandescent and fluorescent light bulbs or any other heat generating light source	☐	Any apparatus or project material deemed unsafe by the Display & Safety Committee

ELECTRICAL REGULATIONS

Note: when student is not at exhibit, all electrical power must be disconnected or switched off.

☐	Electrical power supplied to the project is standard 120 Volt, AC single phase, 60 Hz.
☐	Power strips/surge protectors and extension cords must be UL-listed, in good condition, and unmodified.
☐	Electrical devices must be protectively enclosed. Any enclosure must be non-combustible. All external non-current carrying metal parts must be grounded.
☐	Energized wiring, switches, and metal parts must have adequate insulation. Over-current safety devices (ex: fuses) must be inaccessible to anyone other than the student.
☐	Exposed electrical equipment or metal that may be energized must be shielded with a non-conducting material or with a grounded metal box to prevent accidental contact
☐	An insulating grommet is required at the point where any wire or cable enters any enclosure.
☐	No exposed live circuits over 36 volts are allowed.
☐	There must be an accessible, clearly visible on/off switch or other means of quickly disconnecting from power source.

LASER/LASER POINTER REGULATIONS

☐	Any Class 1, 2, 3A, or 3R lasers are allowed to be used RESPONSIBLY. No other lasers are allowed.
☐	Laser beams may not pass through magnifying optics such as microscopes and telescopes.
☐	Lasers must be labeled by the manufacturer so that power output can be inspected. Lasers without labels will NOT be permitted.
☐	Use of handheld lasers is discouraged.
☐	Lasers will be confiscated with no warning if not used in a safe manner.

This document was based on materials from the Central New Mexico STEM Research Challenge.