# 2022 Sudbury Regional Virtual Science Fair
# Project Entry Guide

The Sudbury Regional Science Fair, in partnership with Youth Science Canada, enables grade 7-12 students to share their science, technology, engineering or mathematics (STEM) projects with each other and the public. This guide will help you to use the project entry template and to ensure that you've included the required information.

## Create an Account and Project

- If you worked with a partner, only one person creates a project. The other partner only has to create an account.
- Go to our "Landing Page" at https://projectboard.world/ysc/sudbury-virtual-science-fair-en
- If you will be entering your project in French, click the "Français" button in the top right corner (a French version of this Entry Guide is available at www.srsf.ca).
- Find the box with your school board's logo, and click "Start Project". If you do not see your school board's logo, start your project in the "Other Community Student Projects" box.
- In the pop-up "Log in" window, click "New User: Sign Up".
- Create an account by entering an email address you have access to, as the system will email you a verification code. If you do not receive a verification email, click "Didn't get it. Try Again." If you still do not get it. Try using a different email address.
- Enter the verification code.
- Enter your name as you'd like it to appear on your Project. You are not required to upload a picture of yourself or any other profile information. Click "Save".
- A new project will be created for you using a template pre-designed to guide you through it.
- In order to complete the creation of your project:
  1. Update the title of the project;
  2. Scroll down to the "+" button and select a category (pick the best one, you can change this later, it is only important if your project is chosen for the national fair);
  3. You may need to scroll down, switch to "List View," and save each section individually;
  4. Scroll back to the top and click Save. You can now leave the project and come back at any time to work on it.
- If you have a partner, add them by clicking on the "+" under "Team". Enter the email address they have, or will, create their account with. Make them a "co-owner". NOTE: do not remove the other team members (i.e. Chris Polischuk) from your project. This is an administrative requirement. Deleting them may compromise your eligibility to advance to the Regional Fair.
- You may also want to add your teacher as a "viewer" or "contributor". Check with them for instructions and the email address they created their account with.
- If you would like to, or need to, create another project, you must be logged into your account and go back to the "Landing Page" in order to get the correct template. Do not use the blue "Start" button or red "+ Start a project" button.
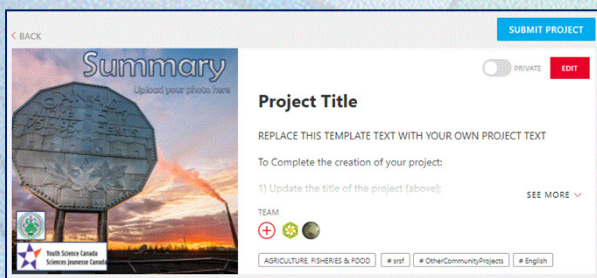
## Notes about Images, Graphs and Pictures

- Ensure titles, axes, labels, etc. on images, graphs and figures are legible on screen; use larger text and ensure contrast between the text and background.
- Prepare captions for all figures and images.
- Upload your 3-minute video to YouTube; set the privacy to "Unlisted".

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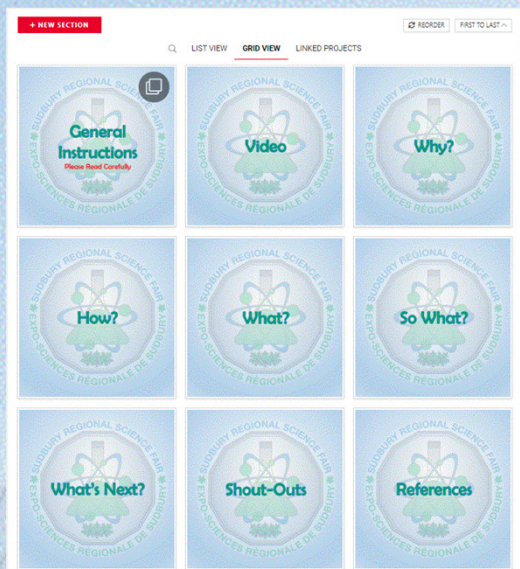
### Grid / List View
- Use the Grid and List View to toggle between view preferences.
- The grid view displays the eight project sections – Video, Why?, How?, What?, So What?, What's Next?, Shout-Outs and References. To guide judges and visitors, each section must begin with a title slide.
- You can change the image, but you must maintain the titles and structure. Use the Edit/Text feature once you have uploaded an image to add the section title.
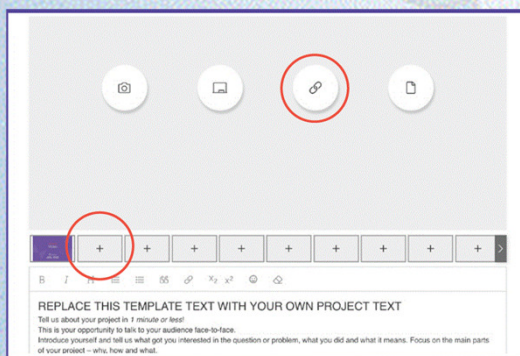
### Video – English
- Click the Video panel in the template and then click the edit (pencil) button at the top right of the text area.
- Click the first "+" to the right of the title slide to add a new image.
- Click the link button in the image space and then paste the link (URL) to your YouTube video.
- Add a brief description of your video (100 words max.) to the text area.
- Click the red save button at the bottom right.

### Submit Your Project
- When you have completed your project and you are SURE there are no other changes to be made:
    1. Determine what Division your project fits in to. Refer to "Documents" at www.srsf.ca.
    2. Change the toggle at the top of your project to "Public".
    3. Click the "Submit Project" button.
    4. On the pop-up "Confirm Submission" page, complete the three required sections.
    5. Press "Submit".
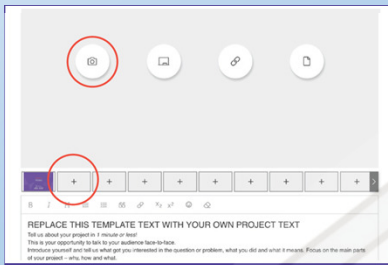
**All other sections**
- Click the section panel in the template and then click the edit (pencil) button.
- Replace the text with your project text.
- Add up to 5 images by clicking the + buttons to the right of the title slide and then clicking the photo (camera) button in the image area.
- Add captions to figures and images by clicking the Edit button on the image and then the text button at the bottom. Click "Done" at the upper right.
- Click the red save button at the bottom.

## Summary

This is the first section that people will see after they click on your project. It is the "Abstract" for your project.

· Click the Upload button to add an image that represents your project.

The summary text should be written for a middle school (age 11-13) audience – avoid scientific jargon or acronyms (no slang or short-forms). Keep it concise to hold their attention. Ask a family member or friend to read.

- Does it interest them?
- Is it easy to understand?

A recommended format would be:

One or two sentences to introduce the question or problem and catch the reader's attention.

Two or three sentences describing what you did.

One or two sentences summarizing the main results or explaining your solution.

Two or three sentences explaining what the main results or testing of your solution reveal and how they compare with what others have done.

One or two sentences to describe the importance of your findings or innovation.

MAXIMUM 250 WORDS AND 1 IMAGE

## Instructions for Your Video

*Tell us about your project in 3 minutes or less!*

This is your opportunity to talk to your audience face-to-face.

Introduce yourself and tell us what got you interested in the question or problem, what you did and what it means. Focus on the main parts of your project – why, how and what.

Remember, three minutes is a very short time! Prepare a simple script and time yourself before recording. Speak clearly and slowly. Show off your prototype, equipment or use a model.

Upload your video to YouTube. We encourage you to set the privacy to "Unlisted," not "Private". If you set it to "Private", people won't be able to watch your video.

Use the link button in the image area above to add the link to your video.

## Why?

*Tell us your story!*

You can use project sections, such as **purpose**, **hypothesis** and **background information**.

Some ideas you could include:

- Why did you do this project?
- What or who inspired you to do this project?
- What question were you trying to answer or what problem were you trying to solve?
- Who could benefit from your project?
- How can it make the world a better place?

RECOMMENDED MAXIMUM 250 WORDS AND 5 IMAGES/FIGURES

## How?

*How did you perform your experiment or develop your solution?*

You can use project sections, such as **materials**, **methods**, **procedures**, **design process** and **testing procedure**.

Figures, photos, or prototype sketches can be used to show what you did.

Some ideas you could include:

- How did you do your background research?
- How did you identify relevant and trustworthy sources of information?
- What was your experiment or design process?
- How did you design and test your solution or prototype?
- What materials did you use?
- How did you collect your data?
- How many samples did you test?
- How did you control the variables?

RECOMMENED MAXIMUM 500 WORDS AND 5 IMAGES/FIGURES

## What?

*Tell us your results! What did you find out?*

You can use project sections, such as **results**, **tables** and **graphs**.

Here are ideas that you could include in this section:

- What are the main results or findings of your project? How does your prototype work? Discuss your results. If you used statistics, explain why you chose the methods you used?
- What are the main results or findings of your project?
- How does your prototype work?

Discuss your results.

If you used statistics, explain why you chose the methods you used?

***Show your results in graphical form – only include graphs or figures that summarize your data and support your conclusion.

**It's not necessary to show all the data you collected. Please, don't include every graph or table!**

RECOMMENDED MAXIMUM 500 WORDS AND 5 IMAGES/FIGURES

## So What?

*Tell us why your results are important and what they mean.*

You can use project sections, such as **discussion** and **conclusion**.

Here are ideas that you could include in this section:

- What are the conclusions you can draw from your results?
- What did you learn from your results?

RECOMMENDED MAXIMUM 250 WORDS AND 5 IMAGES

## What's Next?

*Tell us how you could extend your project.*

You can use project sections, such as further research and future improvements.

Here are ideas that you could include in this section:

- What could you have done differently?
- How could you improve your project?
- What are the next steps?

RECOMMENDED MAXIMUM 100 WORDS AND 5 IMAGES

## Shout-Outs

*Tell us about the support and guidance you've received during the completion of your project.*

**Mentors**

Mentors are generally professionals in their field. They provide guidance to young scientists. They can assist students in taking their ideas much further than they would be able to otherwise.

It is important to acknowledge mentors in a project.

**Acknowledgements of Others** (optional)

Many young scientists receive help from their parents, friends, teachers, etc... Although these individuals are surly very knowledgeable and skilled, they generally do not classify as a mentor.

In this space, provide the following information for all Mentors and others who helped:

- First and last name
- Email address
- Phone number
- Organization (if applicable)
- Position / Job Description
- Description of help

## References

*Tell us where you got your information and ideas!*

All ideas, thoughts, data or statements that are not uniquely your own should be referenced. We encourage the use of APA formatting for all your references.

To assist you in writing your References, you may want to try a website such as www.easybib.com