Senior Design FAQ

**Important Dates and Locations**

**Competition – Engineering Complex**

**Reception & Awards – Thomas and Mack Cox Pavilion**

**IMPORTANT DATES**

¨ **1.27.25** - Data contact sheet completed

¨ **2.10.25 -** Last Day to email Molly Marks to schedule a team photo

¨ **2.19.25 -** Abstracts due to Molly Marks **No Exceptions**

¨ **2.24.25**- Professional Team Photos 8AM - 12PM

¨ **2.25.25-** Professional Team Photos 12PM - 5PM

¨ **2.25.25 -** Final day to drop from the competition!

¨ **3.1.25** - Email Molly Marks project special needs

¨ **3.25.25 -** Presentation time will be emailed

¨ **4.24.25 -**  Poster file due to Molly, **NO EXCEPTIONS**

¨ **4.28.25 -** RSVP for awards **Must submit to attend**

¨ **5.7.25 -** Set up, Engineering Complex 10am - 4pm

¨ **5.8.25 -** Competition, arrive NO LATER than 7:00am

¨ **5.9.25 -** Awards, 6-9pm, Cox Pavilion

***At least half of the team must be present or the team forfeits the monetary award.***

¨ **5.16.25**– Reimbursement packets due by 4:30pm. ***Reimbursements will only apply to teams who***

***participate in the competition.***

**Before the Competition:**

* **Do all team members have to submit their contact information?**  
  Yes, all team members must submit their contact information online. Information about the competition will be sent to everyone using the provided information. Submit at the link provided NO LATER than **January 27, 2025!**
* **How do we submit our project’s Abstract?**  
  Your team’s abstract must be submitted in a ***Word file*** format via email to Molly.marks@unlv.edu. Only one team member needs to submit the abstract.
* **What dimensions and style must the project posters be and when are they due?**  
  You will design your poster to a 48x36” pdf file and you will email me that file ***NO LATER*** than **April 23, 2025**. I will submit all posters to be printed and delivered to the competition location.

**Day of the Competition:**

* **Do all members need to be present for the official presentations to the judges?**Yes, all team members must be present during your official presentations to the judges. Be prepared to be present for 30 minutes before and 30 minutes after your scheduled times (due to the event running early or late). If there are scheduling conflicts between the competition and other classes, please let us know ahead of time so that we can resolve it.
* **Do all members need to speak and present the project to the judges?**  
  All team members should be prepared to answer questions about the project and to participate in their group presentation in some meaningful form. However, while it is recommended for each member to help present, time constraints or team size may not make it ideal to do so. In such cases, team members not presenting must still act professional and be prepared to answer questions as needed.
* **How is Popular Choice voting handled?**  
  Popular Choice will be handled through online voting, which will be made available the Monday before the competition, May 5th, and close at 6pm on Thursday, May 8th.
* **Are we allowed to vote for ourselves for Popular Choice?**  
  Yes. Each person is allowed one vote and may vote for any team including their own.

**Awards Ceremony:**

* **Do all team members need to submit an RSVP form for the awards ceremony?**Yes, all team members must submit an RSVP to attend the ceremony, even if they are not planning on bringing any guests.
* **Do all team members need to be present for the ceremony?**At least half of the team must be present at the ceremony in order to receive any potential awards they may have won, otherwise the awards will be forfeited.

**Reimbursement:**

* **Do all team members have to submit paperwork for the team to be reimbursed?**Yes. Each team will fill out the reimbursement document and submit it with any receipts as well as bank/credit card statements. Reimbursements will not be processed until the completed form has been submitted along with the proper receipts and statements.
* **How long does the reimbursement process normally take?**The reimbursement process can take up to 4-6 weeks to complete starting from when all the required paperwork is submitted from the entire team. If you have questions or concerns about the status of the reimbursement after this period, please contact your department and speak to one of the Administrative Assistants.
* **Does my team have to participate in the competition in order to be reimbursed?**

Yes, teams that drop out of the competition or do not show up to the competition WILL NOT be eligible for reimbursement.