

# Designing a Project Board



# What a Well-Designed Project Board Should Accomplish

- Provides judges and the public with an overview of your project when you are not there to explain
- Emphasizes succinctly the scope of the project, the nature of the research, and the results
- Demonstrates your authority as a researcher by the neatness and correctness of the information presented

# Considerations before You Begin

- Type of Display:

- Tabletop (*Note: If a table is used, the height, width, and depth of the table must be considered part of the project and figured in with the total dimensions of the project.*)
- Freestanding

- Origin of Board:

- Commercial
- Self-made

- As you may have to travel by air to the Intel ISEF, consider developing a display that is light in weight and portable in size that can be carried easily on the plane or shipped quickly and inexpensively.

# Examples of Freestanding Displays



# Tabletop Displays



In the examples just shown, you will note that each is a project that can be easily assembled at the Intel ISEF and would not exceed 70 lbs. in weight.

They are also examples of boards that can be reused, or at least the frameworks can be reused, should you intend on competing in additional years.

# Dimensions of Project Display

- Tables supplied to Finalists at Intel ISEF are the permitted width (side to side: 48"/76 cm) and depth (front to back: 30"/122 cm).
- The permitted height (floor to top) from the floor to the top of the project is 108"/274 cm.



# A Few Rules to Follow

- Keep the display simple. Avoid clutter. Judges and the public viewing the board must be able to comprehend quickly what your research involved.
- Use no more than two or three colors, and choose colors appropriate to your subject.
- Arrange the information logically.
- Label all data tables, charts, graphs, or photographs you use.

# PowerPoints & Videos

PowerPoint presentations and videos can be excellent complements to the text and graphics on a project board. However, they should not be the sole presentation of the project for the following reasons:

- *PowerPoint and Video presentations must be reviewed for content. If there are any major violations in the content, it may be too difficult to make changes in time for judging*
- *Judges or the public seldom take the time to view the whole presentation*

# Project Booth Configuration at ISEF

- Your project must be positioned at the rear of the booth parallel to the back curtain. This includes a table, if used, with the chair or chairs on the side in front of the project as illustrated in the example.



# What the Board Should Display

Purpose

Hypothesis

Materials

Procedure

Title  
(Keep it simple)  
Graphs

Pictures

Data

Results  
Conclusion  
Abstract

Other Required  
Paperwork

# The Project Title

- Again, keep it simple and short. It should be readable from a minimum of six feet.
- Try to develop a phrasing that captures attention but succinctly represents your research.



# Required Paperwork for Intel ISEF

- Every Finalist must display vertically
  - *an Original Abstract*
  - *an SRC/DS2 Approval*
- In addition, if the Finalist is continuing research from a previous year and/or has used a research institution, the following documents must be displayed:
  - *Continuation Research Form 7*
  - *Research Institution Form 1C*
- If a Finalist uses Human Subjects and/or displays pictures of individuals other than family members, signed consent forms must be kept in a folder at the display.

# Original Abstract

- Every Finalist must display vertically an Original Abstract. The abstract must be the one the Finalist submits when registering for Intel ISEF. A Finalist will receive an embossed copy of the abstract once the project has been cleared for set-up at Intel ISEF.

Intel ISEF OFFICIAL ABSTRACT and CERTIFICATION

Category  
Pick one only—mark an “X” in box at right

Behavioral and Social Science        
Biochemistry        
Biology        
Chemistry        
Computer        
Earth Science        
Engineering        
Environmental Sciences        
Mathematics        
Medicine and Health        
Microbiology        
Space Science        
Physics        
Zoology     

1. As a part of this research project, the student directly handled, manipulated, or interacted with (check ALL that apply):  human subjects       pathogenic agents       recombinant DNA  
 non-human vertebrate animals       controlled substances       human/mammal tissue

2. Student independently performed all procedures as outlined in this abstract.  Yes       No

3. This project was conducted at a Registered Research Institution.  Yes       No

4. Is this project a continuation?  Yes       No

5. My display board includes photographs/visual depictions of humans (other than myself or my family):  Yes       No

*I hereby certify that the above statements are correct and the information provided in the Abstract is the result of one year's research. I also attest that the above properly reflects my own work.*

Finalist or Team Leader Signature \_\_\_\_\_ Date \_\_\_\_\_

This embossed seal attests that this project is in compliance with all federal and state laws and regulations and that all appropriate review and approvals have been obtained including the final clearance by the Intel ISEF Scientific Review Committee.

**Embossed Seal**

# Completed Intel ISEF Project Set-up Approval Form SRC/DS2

- Every Finalist must display vertically the signed SRC/DS2 Approval Form once the project has been approved by a Display and Safety inspector.

## Intel ISEF Project Set-up Approval - Form SRC/DS2 Scientific Review Committee/Display and Safety Committee

Finalist's Name: \_\_\_\_\_ Project ID Number: \_\_\_\_\_

Your project has been initially approved by the:  
*Scientific Review Committee*. You may now set up  
your project.

Nancy Aelio, Chairperson  
Scientific Review Committee (SRC)

### I. Set up your project and bring the following to the HUB:

1. This form (SRC/DS2) with Initial SRC Approval (as noted above).
2. Return Shipping Form (SH4)
3. Embossed Intel ISEF Official Abstract and Certification.

Items in Section I above checked by \_\_\_\_\_

### II. Have your project inspected by Display and Safety:

Approved Not Approved N/A

- |                             |                             |                             |                             |                             |                             |                             |                             |                             |                              |                              |                              |                              |                              |                              |                              |                              |                              |                              |                              |                              |                              |                              |                              |                              |                              |                              |                              |                              |                              |                              |                              |               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type="checkbox"/> | 449. <input type="checkbox"/> | 450. <input type="checkbox"/> | 451. <input type="checkbox"/> | 452. <input type="checkbox"/> | 453. <input type="checkbox"/> | 454. <input type="checkbox"/> | 455. <input type="checkbox"/> | 456. <input type="checkbox"/> | 457. <input type="checkbox"/> | 458. <input type="checkbox"/> | 459. <input type="checkbox"/> | 460. <input type="checkbox"/> | 461. <input type="checkbox"/> | 462. <input type="checkbox"/> | 463. <input type="checkbox"/> | 464. <input type="checkbox"/> | 465. <input type="checkbox"/> | 466. <input type="checkbox"/> | 467. <input type="checkbox"/> | 468. <input type="checkbox"/> | 469. <input type="checkbox"/> | 470. <input type="checkbox"/> | 471. <input type="checkbox"/> | 472. <input type="checkbox"/> | 473. <input type="checkbox"/> | 474. <input type="checkbox"/> | 475. <input type="checkbox"/> | 476. <input type="checkbox"/> | 477. <input type="checkbox"/> | 478. <input type="checkbox"/> | 479. <input type="checkbox"/> | 480. <input type="checkbox"/> | 481. <input type="checkbox"/> | 482. <input type="checkbox"/> | 483. <input type="checkbox"/> | 484. <input type="checkbox"/> | 485. <input type="checkbox"/> | 486. <input type="checkbox"/> | 487. <input type="checkbox"/> | 488. <input type="checkbox"/> | 489. <input type="checkbox"/> | 490. <input type="checkbox"/> | 491. <input type="checkbox"/> | 492. <input type="checkbox"/> | 493. <input type="checkbox"/> | 494. <input type="checkbox"/> | 495. <input type="checkbox"/> | 496. <input type="checkbox"/> | 497. <input type="checkbox"/> | 498. <input type="checkbox"/> | 499. <input type="checkbox"/> | 500. <input type="checkbox"/> |
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### III. Display and Safety Violation

D535 Violation Report Issued by: (Print name) \_\_\_\_\_

If a violation was found during inspection but was corrected without a D535 form being issued, describe briefly: \_\_\_\_\_

### IV. Initial Display and Safety Approval

If no violation was found, check here: \_\_\_\_\_

D&S Inspector granting approval: (Print name) \_\_\_\_\_

Signature: \_\_\_\_\_

- Once your project is approved, this signed form (SRC/DS2) must be VERTICALLY DISPLAYED of your project at all times.
- All projects are subject to continuing review by both the Scientific Review Committee and the Display and Safety Committee.
- Check your project for additional violations on a regular basis between the time you receive all approvals and noon on Tuesday.

03/30/05

# Continuation Project Form 7

- If the project is a continuation of the previous year's research, a copy of Form 7 must be vertically displayed.

Continuation Projects Form (7)		
Responses for projects that are continuation of the same field of study as a bridge project. This form goes along with the My Projects continuation of Year 7 Study Research Plan.		
General Information		
6. Is it completed by Student Researcher? _____		
7. All relevant information is attached to the continuation project application in accordance with the requirements of the grant proposal.		
Components	Current Research Project	Previous Research Project
• Title	_____	_____
• Budget	_____	_____
• Objectives	_____	_____
• Methodology	_____	_____
• Materials and methods	_____	_____
• Literature review	_____	_____
• Significance	_____	_____
• Summary	_____	_____
• References	_____	_____
• Appendices	_____	_____
8. The continuation project application is submitted in accordance with the requirements of the grant proposal.		
Signature	_____	Signature

# Regulated Research Institution Form 1C

- If a research institution is used, a copy of Form 1C must be vertically displayed.

## **Regulated Research Institutional/Industrial Setting Form (IC)**

This form is to be completed by the experimenter by the adult managing the student research conducted in a regulated research institution/industrial setting. Only work for other than the school or job.

### **Experiments MUST be supervised by the supervisor**

1. Name \_\_\_\_\_

2. Address \_\_\_\_\_

3. Was this completed by the Supervising Adult in the Setting NOT THE Student after experiments were conducted? \_\_\_\_\_  
If no, explain \_\_\_\_\_

4. If yes, did the supervisor conduct the experiment? \_\_\_\_\_  
If no, explain \_\_\_\_\_

5. Did the supervisor conduct the experiment? \_\_\_\_\_

If no, explain \_\_\_\_\_

6. Did the supervisor conduct the experiment? \_\_\_\_\_  
If no, explain \_\_\_\_\_

7. Did the supervisor conduct the experiment? \_\_\_\_\_  
If no, explain \_\_\_\_\_

8. Did the supervisor conduct the experiment? \_\_\_\_\_  
If no, explain \_\_\_\_\_

9. Did the supervisor conduct the experiment? \_\_\_\_\_  
If no, explain \_\_\_\_\_  
Copies of appropriate forms are attached \_\_\_\_\_

10. Did the supervisor conduct the experiment? \_\_\_\_\_  
If no, explain \_\_\_\_\_

11. Did the supervisor conduct the experiment? \_\_\_\_\_  
If no, explain \_\_\_\_\_

12. Did the supervisor conduct the experiment? \_\_\_\_\_  
If no, explain \_\_\_\_\_

# Photo Release/Consent Form

- Display of photographs other than the Finalist 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 should not be displayed in order to protect the anonymity of human subjects but must be available for the inspector to check.

## Sample Text for a Release/Consent Form

*I consent to the use of visual images (photos, videos, etc.) involving my participation/my child's participation in this research.*

---

*Signed*

# Other Display Considerations

- In addition to displaying required paperwork and a summary explanation of the research project procedure and conclusions, the Finalist may want to include the following:
  - Graphs of data that represents depth of research or conclusions
  - Pictures or illustrations of procedures
  - Data books
  - Mock-ups of specific designs, or laptop illustrations of procedures, etc.

The aforementioned are permitted in a display as long as they do not include items *Not Allowed for Display*, such as the following:

- living organisms (including plants)
- taxidermy specimens
- preserved vertebrate or invertebrate animals
- human/animal food
- human/animal parts or body fluids
- chemicals
- drugs
- and other items listed in the Rules

Complete list of rules available at this site:  
[www.societyforscience.org/isef/document/](http://www.societyforscience.org/isef/document/)

# Other Points to Consider

- Credit all images/photos and provide photo consent/release forms
- Make certain acknowledgments have been eliminated as they are permitted only in the research paper
- Make backup copies of all paperwork in case any is lost or misplaced
- Develop a way to secure a laptop or any permitted piece of equipment to prevent theft
- Make certain any lights or electrical equipment is UL-approved
- Provide your own UL power strip if you need more than one outlet

# Examples of Items Not Allowed

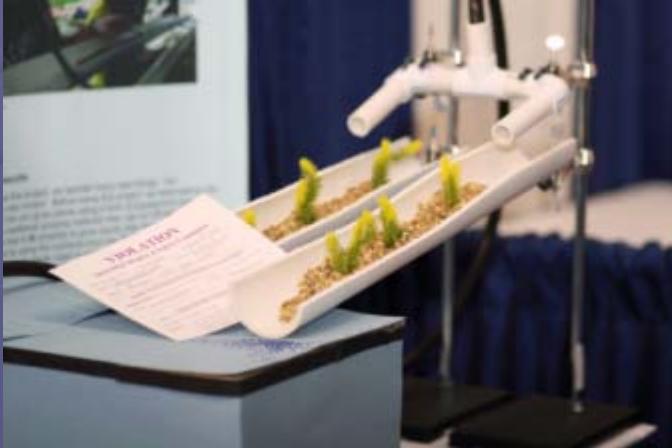


All chemicals including water. In addition, projects may not use water in any demonstration.

No soil/sand/rock/waste examples may be displayed even when encased in acrylic.



Photographs of vertebrate animals in lab procedures, unnatural environments, or stress situations not allowed.

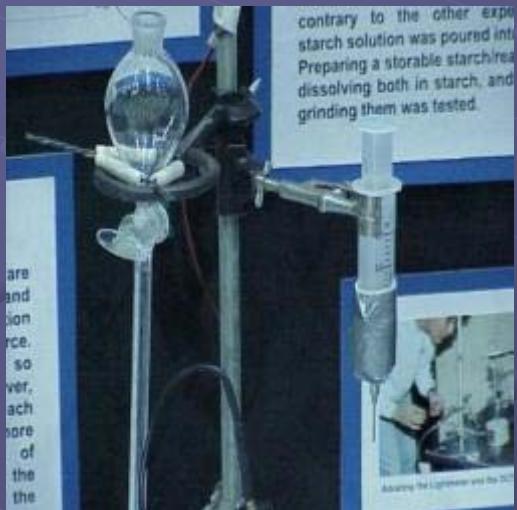


Containers of plants and dirt not allowed.

Glass items not allowed.



Plant and other dried materials scattered for decoration are not allowed.



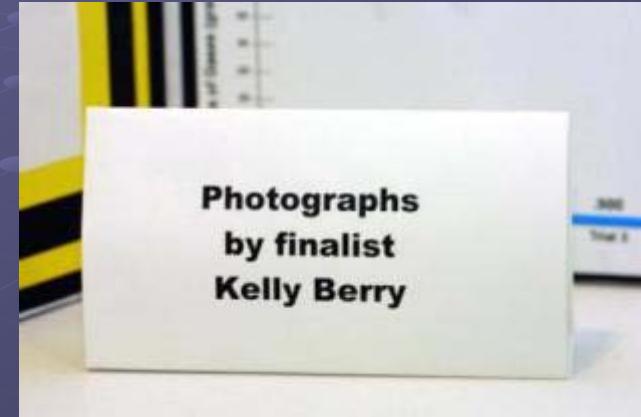
Chemical or chemical compounds not allowed.

Sharp objects, such as this needle, are not allowed.



# How to Credit Photos/Images

- Any photos, images, and graphs used in the display must be credited. If the Finalist created all photos/images, a single credit is sufficient.
- Photos of human subjects must have consent/release forms.



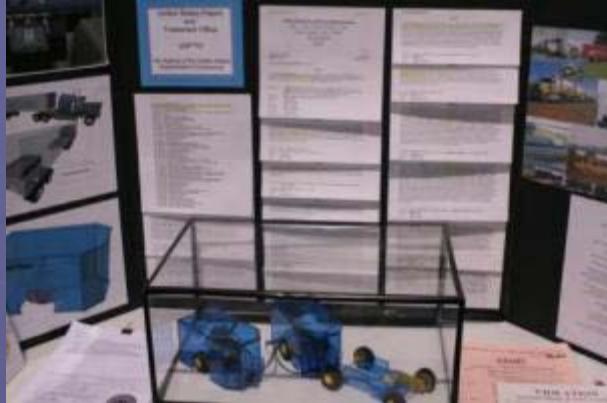
Displays that show an electrical or engineering design must have no exposed wiring and no connections without non-conducting shielding or a grounded metal box or cage.

The project at top right illustrates a display that would not be approved. The bottom right was approved.



# Examples of Typical Violations

## Project 1



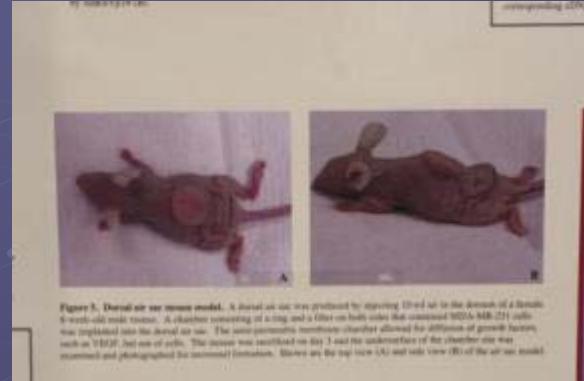
Unofficial abstracts displayed

## Project 3



No Photo Credits

## Project 2



Inappropriate animal pictures

## Project 4



Chemicals not allowed

# Correct Freestanding Display

- All equipment displayed here meets safety regulations.
- Paperwork hanging at top of display permitted.
- No awards, acknowledgments, handouts, etc., or addresses other than Finalist's are visible.



# Correct Display Using Table Provided by Intel ISEF

- Tri-fold board does not extend over edges of the provided table, which is 30" by 48".
- Required paperwork is properly displayed on front of table.
- All images properly credited



# Other Resources

- Intel ISEF Rules Wizard  
<http://www.societyforscience.org/isef/students/wizard/index.asp>

*The Rules Wizard has been designed as a first step to help you determine what forms and approvals are necessary before beginning a science fair project intended for competition at an Intel ISEF-affiliated fair or the Intel International Science and Engineering Fair.*
- D & S Inspectors Manual:  
<http://www.societyforscience.org/isef/document/hubman.asp>

*This site contains a training PowerPoint for Host Committee D & S Inspectors that provides additional information on appropriate displays.*
- SRC PowerPoint: <http://www.societyforscience.org/isef/>

The Scientific Review PowerPoint reviews regulations for projects. Reviews role of supervisors, etc., and all required paperwork.

# Board Websites

- <http://www.officedepot.com/>
- <http://www.staples.com/>

*Office Depot and Staples are national suppliers of office materials used in developing project boards.*

- <http://www.showboard.com/>

*Show Board is a national supplier of boards frequently used in science fair projects.*

- [http://www.sciencebuddies.org/mentoring/project\\_display\\_board\\_advanced\\_design.html](http://www.sciencebuddies.org/mentoring/project_display_board_advanced_design.html)

*Science Buddies is an excellent site for free science fair project ideas, answers, and tools.*

# Intel ISEF- Society for Science & the Public Contacts for Additional Information

- John Cole, Chair of Intel ISEF Display & Safety Committee, [dejavu60@msn.com](mailto:dejavu60@msn.com)
- Nancy Aiello, Chair of the Intel ISEF Scientific Review Committee,  
[SRC@societyforscience.org](mailto:SRC@societyforscience.org)