

Assembling LISEF Forms For Round 1

Keep All Your Original Paperwork

Assemble THREE sets of your paperwork as described below:

1. Place your ISEF forms together in the order in which they appear in the ISEF Rule Book.
2. Place the updated Abstract (page 23 ISEF 2012 Rule Book for directions for completing the abstract) on top of the Forms. An Abstract Form is available on ISEF's website <http://www.societyforscience.org/isef/document>.
3. Place copy of Rules Wizard recommendations on top of Abstract.
4. Staple the pages of the research paper together.
5. Clip the packet of forms **on top** of the research paper.
6. Place the forms and research paper in a 10" X 13" flapped envelope.
7. Use PORTRAIT orientation to place the following information in the upper RIGHT corner of the envelope:
 - Student Name
 - School
 - Table Assignment (posted on the LISEF website prior to the fair)
 - Liaison Name
 - Liaison Phone and Email. (*It would be most helpful to have a number where the liaison could be reached after school hours.*)
8. **Repeat Steps 1 – 7 for the second and third set of forms**
9. If you had human participants, make **copies** of all the Consent Forms you used and pack these in a **4th** 10" x 13" envelope; label this envelope "Consent Forms" and put your name, table assignment, and school name on it. If your participants came from more than one institution (e.g., school, hospital) or if you had one or more pilot studies, subdivide the consent forms into labeled piles from each one.
10. **BRING ALL ENVELOPES WITH YOU TO ROUND 1 (Note: Projects with Human Subjects will have 4 envelopes – all others will have 3 envelopes.)**
11. Upon arrival, school's liaison will deliver all envelopes to the registration desk in the main lobby.