TEALS CS Fair 2019

Know Before You Go - Schools

The TEALS team is thrilled to host you and your students at the 2019-2020 Washington TEALS Computer Science Fair. Below are key details about the event that you should review with your chaperones and students prior to the event on December 16.

Please reach out to your regional manager if you have any questions or would like further clarification.

Do Now
- Forward this information to your chaperones and your bus driver(s)
- Review this information with your students in class so they understand the fair format and expectations
- Confirm fair details and pick-up/drop-off directions to the Microsoft Conference Center
- If you have not yet submitted Media Release Forms (MRFs) for all of your students, please scan and email them to Matt Paulson (matt@tealsk12.org) as soon as possible
- **Students without signed MRFs will not be allowed to attend the fair and must be escorted off the Microsoft campus by a parent or chaperone**

Expectations
Teacher/Chaperone Expectations
- Read the Student Expectations to students prior to exiting the bus
- Help ensure that all students attending the CS Fair are adhering to the student expectations throughout the event
- Intervene and/or report to a TEALS staff member any students that are misbehaving
- Encourage students to be active participants during the CS Fair
- Engage in the CS Fair by having fun and learning more about CS opportunities for your students

Student Expectations
- Follow the instructions of chaperones and TEALS staff
- Remain inside the Microsoft Conference Center for the duration of the CS Fair event
- Be respectful of others and property
- Be responsible for your own personal property
- Demonstrate a cooperative attitude
- Actively participate and engage in break-out sessions and workshops, and interact with exhibitors

What to Bring
- Students can bring a device, however since it is a public space we cannot be responsible for lost items. Students may use devices to post to Twitter, Facebook, and/or Instagram during the event to share their experience. The event hashtag (#tealscsfair) is printed on their badges and in the event program, and selected posts will be featured on large screens throughout the conference center.

At the Fair
Arrival (Transportation) and Check-in

- We cannot admit any students into the building prior to 8:30am. The fair opens at 9:00am, and breakout sessions will begin at 9:10am.
- On arrival, please have one representative (Teacher or Chaperone) check in at the registration tables inside the venue. We will hand you materials (badges, programs, and bags) to distribute to your students. Please distribute these away from the registration table and before entering the venue.
- Registration will move quickly. Upon arrival, please unload your students away from the landing area to allow room for other bus drop-offs. Have students wait outside and not crowd the registration tables.
- Classroom teachers and chaperones are responsible for all students getting back to school safely.
- All students, chaperones, and teachers must wear the badges provided at check-in for the duration of the fair.

Parking - (Bus)
- Buses may not park on the Microsoft campus.

Parking - (Car and Van)
- You can find a parking lot under building 33. Parking is limited and we recommend that you carpool.
- Maximum height for the underground parking garage is 7'.

Students – Sweepstakes
During the CS Fair there will be two ways that students can enter to win prizes in the CS Fair Sweepstakes. Each student is limited one entry via punch cards and one entry via the Student Survey for a total of two sweepstakes entries per student. All sweepstakes prizes will be awarded during lunch.

1. **Exhibit Hall Punch Card Entry** - Student attendees will explore booths in the exhibit hall. Each student will be issued an Exhibit Hall punch card. Students must write their badge ID (found on the back of their CS Fair badge) and school name on the punch card. There are three categories on the punch cards: Academic Institutions, Businesses, and CS Organizations. To enter the sweepstakes, students must visit a minimum of two booths per category plus an additional two booths of the student's choice. Exhibitors will hole punch the students punch card as proof that they visited the booth. A completed Exhibit Hall punch card will have the student's badge ID, school, and a minimum of 8 hole punches with at least two hole punches in each category.
   - Students are encouraged to ask meaningful questions of booth exhibitors to qualify for a hole punch.
   - Incomplete punch cards will not be considered for the sweepstakes.
2. **CS Fair Student Survey Entry** - At the conclusion of the final breakout session (12:20), students will have an opportunity to complete the CS Fair Student Survey. Each completed survey will enter the student into the sweepstakes.

The Exhibit Hall Student Choice Award!
- During the TEALS CS Fair students will have an opportunity to select their favorite booth in the Exhibit Hall. That booth will be awarded the "Student Choice Award." This award will be presented during lunch and determined solely by the students. Encourage your students to make their voices heard by completing the student survey and selecting their favorite booth.

Lunch
- Lunches will be provided for all attendees (students, teachers, and chaperones).

- Between 11:40am-12:00pm, students should go to their school's designated lunch room (indicated on student and chaperone badges) while **chaperones collect pizza boxes from Sonora and take them to their school's lunch room.**
- Due to the size of this event, **students MUST eat lunch in their assigned room printed on their badge and indicated by signs put up by the WA TEALS CS Fair Team**.
- Throughout the CS fair and during lunch, students are encouraged to post about their experiences via Twitter, Facebook, and/or Instagram using #tealscsfair. Highlighted posts and photos will appear on big screens throughout the fair!
- No outside food is allowed in the Microsoft Conference Center. This includes snacks, drinks and gum.

Security
- All students must remain inside the Microsoft Conference Center for the entire duration of the fair. It is the responsibility of the chaperones to ensure no students leave the building.
- Please talk with your students about representing your school by behaving maturely and respectfully.