

# MEMORANDUM

TO: Regional Fair Winner

FROM: Dr. Jack Fix  
Director, Alabama Science & Engineering Fair

SUBJECT: On line Registration for ASEF

DATE: February 25, 2009

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Congratulations! You have been selected to compete in the Alabama Science and Engineering Fair. Members of the Alabama Science and Engineering Fair Committee extend to you a warm “welcome” to participate in this event. We think you will find the activities associated with this competition intellectually stimulating and fun.

The Alabama Science and Engineering Fair will be held April 2-4, 2009, in the Spragins Hall gymnasium on the campus of the University of Alabama in Huntsville. Projects will be set up in Spragins Hall on Thursday, April 2, from 3:00 until 7:00 pm, and on Friday, April 3, from 7:00 am until 9:00 am. The Special Awards Banquet will be held at the Von Braun Civic Center (located at 700 Monroe Street) on Friday evening, April 3rd at 6:00 pm. The Grand Awards Ceremony will be held at 9:00 am Saturday, April 4<sup>th</sup> in the Chan Auditorium on the UAH campus.

This year we are implementing a new on-line registration. You will need to go to the ASEF website at <http://www.uah.edu/ASEF> and then click on the link for On-Line Registration. You can also obtain an agenda, download forms, view the hotel list and other important information from our website. There is a \$20 registration fee that covers your (the student) banquet ticket. If you need to purchase additional banquet tickets you can do so when you register on-line. **Also, please note that you will not be able to purchase banquet tickets at the Fair. You MUST purchase them with the registration form. Please inform your parents and teachers of this.** After you register on-line, please mail the following to Vanessa Colebaugh, ASEF, University of Alabama in Huntsville/NSSTC, 320 Sparkman Drive, Huntsville, AL 35805-1912.

- \* a check made payable to UAH for your \$20 registration fee and any additional banquet tickets needed,
- \* copies of the Official Abstract Form (you can download all forms from our website),
- \* Form (1A) Research Plan, Form (1B) Approval Form, Form (1C) Research in an Institutional/Industry Setting (if required),
- \* Checklist for Adult Sponsor/Safety Assessment Form and another forms required for projects requiring special approval. Note: **Bring all originals with you to the Fair.**

**The deadline to register is Monday, March 30th, 2009.** If you have any questions please contact Vanessa Colebaugh at [Vanessa@nsstc.uah.edu](mailto:Vanessa@nsstc.uah.edu) or 256-961-7747 or 256-533-2117 or Michelle Griffin at [Michelle@Techni-Core.com](mailto:Michelle@Techni-Core.com) or 256-704-0234.

We look forward to seeing you at the Alabama Science & Engineering Fair.