



## Student Arrival And Set-Up Instructions Marquette University Alumni Memorial Union

### Arrival:

- Check [Fair Schedule](#) for Arrival Time
- To park free, go to the 16<sup>th</sup> street structure (#52 on map). Tell the attendant you are with the science fair.
- If large project, drop it off at the Alumni Memorial Union loading dock (#36 on map) on 15<sup>th</sup> Street. You cannot park there; take your car to the parking structure after unloading.

### Registration:

- Go to the 3<sup>rd</sup> floor in the Alumni Memorial Union
- At registration pick up a registration packet with display number.

- **Please make note:**

The registration table will not be structured to process self selection award form, SRC form, or IRB forms. All forms must be received prior to the fair. All forms should be sent to Lori Stempski by either email or by the postal mail.

Email at: [lori.stempski@marquette.edu](mailto:lori.stempski@marquette.edu) or mail to:

Marquette University  
College of Engineering, 210  
P.O. Box 1881  
Milwaukee, WI 53201-1881



- Go to the SRC table. The SRC official will make certain all forms have been turned in. What's an SRC form?

See <http://www.societyforscience.org/isef/document/index.asp>

### Set-up:

- After registration and SRC table, proceed to set up your display board at the correct table spot in the ballroom. Check the [Fair Schedule](#) to for set up times.
- Volunteers called "Display and Safety" officials will check the display and verify it meets all standards. They will leave a "Display and Safety Approved" sticker when complete.
- Be sure all displays and materials are 'judge' ready. Be sure your display board is stable and your paper and logbook are easily located. Extra abstracts for the judges to read are also a good idea.
- Proceed to the Student Welcome in Room.