Details for the Showcase and End-of-Semester
Spring 2023

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I. Design Showcase Information

A. Time and Place
   Tuesday, April 25, 2023
   Bryce Jordan Center – Arena

   10:00-11:30 a.m.  Project Setup – you can set up anytime during this timeframe.
   11:30 a.m.        Initial judging and safety inspection by your instructor. If your project requires an inspection, at least one student must be present during inspection, otherwise, you can return to the BJC by 12 pm if you decide to leave after setting up.
   12:30 p.m.        Industry judges will begin to walk around and judge nominated projects. Your team should be at your table and ready to talk to judges.
   1:00 - 3:00 p.m.  Showcase open to the public (invite your friends and family)
   3:00 – 3:30 p.m.  Presentation of Awards

Class Conflicts: All team members are expected to be at the Showcase unless you have a conflict with another class. If you have a conflict with a class that you do not want to miss, or from which your instructor will not excuse you, tell your capstone instructor, and your team is expected to cover for you.

B. Setup, WiFi, Unloading and Entering the BJC, Food, and Parking

***READ THIS ENTIRE SECTION VERY CAREFULLY!!!!***

   Setup - 10:00 to 11:30 am - Setup must be complete by 11:30 am for the safety inspection if your project requires one. Final judging by industry judges begins promptly at 12:30 pm.

   What you will be provided with at the Showcase - Each group will be provided with a name badge, access to electricity, and one 6’ un-skirted table (72” x 30”). Tables will be pre-assigned and there will be approximately 4’ between each table. These 3 things are the only things you will be provided.
**Wi-Fi** – Free Wi-Fi service is available at the Bryce Jordan Center. When connecting, you should choose *psu-guest*.

**Unloading and Entering** - Students **MUST** unload and enter the BJC in the ORANGE L SOUTH lot (Dauer Drive) for direct access to the ARENA. Unloading and/or parking is not permitted in Orange L East (outside of the Guest Entrance). Refer to the Parking section of this email. You may remain parked in ORANGE L SOUTH for the duration of the event as long as you are in a designated parking spot.

**Parking and Entering** - **DO NOT ENTER THROUGH THE GUEST ENTRANCE. YOU WILL BE TURNED AWAY AND REDIRECTED TO ORANGE L SOUTH.** Parking will be provided by The Learning Factory therefore, permits are not necessary. Anyone attending the Showcase should park in the **Orange L (South)** parking lot behind the Bryce Jordan Center (Dauer Drive), the **Jordan East (Lot 44)**, **Stadium West**, or **Porter North** commuter lots and enter through the ORANGE L SOUTH entrance. Please see the attached parking map for the locations of these lots. **Parking is not permitted in Orange L East, however, ADA parking is available in this lot with the correct placard displayed.** This is the small lot outside of the Guest Entrance. **YOU WILL RECEIVE A TICKET IF YOU PARK IN ORANGE L EAST AND WILL BE RESPONSIBLE FOR PAYING THE FINE.**

**Food** - A concession stand (limited menu) will be available at the Showcase. Cash, credit, debit, lion cash, and meal points are accepted as a form of payment. The concession stand will be open 11:00am to 3:00pm. **You can’t bring your own food nor order delivery to the BJC.**

**C. Awards for Capstone Design Projects**

The following awards will be announced at the end of the Showcase: Best Project and BP People’s Choice Award

Each instructor can nominate teams from their section for the Project award. They will make their selections prior to the initial judging that begins at 12:30 on the day of the Showcase, therefore, you must be set up by 11:30 am. The nominated projects will be judged by a panel of industry representatives. Anyone can vote for the People’s Choice Award. Each team should be prepared to talk about their project if approached by the judges (no more than 3-5 minutes).

Judging criteria can be found at: [http://www.lf.psu.edu/students/forms.aspx](http://www.lf.psu.edu/students/forms.aspx)
II. Semester Wrap-up and Deadline Dates

A. Final Deadline for Expense Reimbursements

Requests for reimbursement of any type must be submitted by 11:59pm on Sunday, April 30th. Submit a Request for Reimbursement (RFR) Google Doc form https://forms.gle/7LdbLxSXkBZwqbMw9. If you are not familiar with the process, refer to the purchasing and reimbursement guidelines.

B. Uploading Student Deliverables for the Learning Factory Project Archive

We have set up a folder for each team in OneDrive where these deliverables will be uploaded by your team’s Point of Contact (POC) by 11:59 pm on Sunday, April 30th. Your instructor also has access. This folder is for the Learning Factory’s archival use ONLY so only these requested documents should be uploaded. Do not upload any other files intended for your teammates, instructor, or your sponsor. You will need to share those files with them directly.

Deliverables required: Poster images that you uploaded for the virtual Showcase, the URL address to your video (do not upload the video), and Final Report. You may also include CAD, analysis, and computer code as appropriate.

C. Final Evaluation of Your Sponsor

On Friday, April 14th you received an email from Cindy providing you with a URL to submit a final evaluation of your sponsor. (This is a different URL than the mid-semester evaluation.) Deadline to submit the evaluation is 11:59pm on Friday, April 21. The system will shut down at midnight. No extensions.

D. Recap of Learning Factory Deadline Dates

Remember, these are LF deadlines so your instructor might have a different deadline in which to submit materials.

Friday, April 21 11:59 p.m. Deadline to submit evaluation of your sponsor.
Sunday, April 30 11:59 p.m. Deadline to request reimbursements.
Sunday, April 30 11:59 p.m. Deadline to upload to OneDrive the Student Deliverables.