Details for the Showcase and End-of-Semester
Fall 2019

Contents:

I. Design Showcase and Awards Information
   A. Time and Place
   B. Setup, Unloading, Special Needs, Wi-Fi, Parking, and Food
   C. Awards, Awards Criteria, and Nomination Procedure
   D. Printing of Poster

II. Project Deliverables and End-of-Semester Wrap-up
   A. Expense Reimbursement Requests – final day to request reimbursements: 3pm Wednesday, 12/18/19
   B. Student Deliverables
      a. Upload the following into your team’s BOX folder. (Invitation to the BOX folder will be sent to students via Maria Haddad.) http://box.psu.edu
         • Final Report
         • Project Recap – must get final approval from instructor prior to uploading
         • Final Poster
   C. Recap of Deadline Dates

I. Design Showcase Information:

A. Time and Place
   Thursday, December 12, 2019
   Bryce Jordan Center – Arena

   10:00 -11:30 a.m.    Project Setup
   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.
   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 and Unloading, Additional Space or Electrical Needs, WiFi, and Parking

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

Setup - 10:00 to 11:30 a.m. - Setup must be complete by 11:30 a.m. for the safety inspection. Final judging begins promptly at 12:30 pm.

Each group will be provided with a table top easel to display your poster, a name badge, and one 6’ un-skirted table (72" x 30"). Tables will be pre-assigned. These 3 things are the only things you will be provided. It is recommended that you purchase a blue or white plastic table cover for your table.
**Additional Space or Electrical Needs** If you have specific setup requirements (e.g. a very large prototype that requires additional space, water is involved with your project, etc.), or require electricity, you MUST email Maria Haddad (mvh5725@psu.edu) by **Wednesday, December 4**. As always, provide your sponsor company name and be specific if requesting additional space. **Provide dimensions in feet.** Use “Showcase Electrical/Space Needs – Company Name” in the subject of your email.

If needed, you must bring your own extension cord (~8 long), audio-visual, monitors, or computer equipment. These will not be available.

**Wi-Fi** – Free Wi-Fi service is available at the Bryce Jordan Center. When connecting, you should choose **AT&T** and accept the terms. There will not be a charge.

**Unloading and Entering** - Students must unload and enter the BJC in the ORANGE L SOUTH lot 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** - 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, 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.** This is the small lot outside of the Guest Entrance (formerly known as the Mezzanine 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 starting at 11:00 a.m. through the entire event. **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, Best Poster, **BP People’s Choice Award**

Each instructor can nominate teams from their section for the Project and Poster awards. 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. The nominated projects will then 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)

**D. Printing of Poster** - Posters must be given to the Engineering Copy Center no later than **12pm on Monday, December 2** to allow time to print them for the Showcase. They have the poster board materials.
• Each team is allowed **ONE POSTER from their budget**. Read/proof it carefully before sending it to print. If you find an error or want to make changes after the first poster has been printed, you are responsible for paying for another poster and it will not be reimbursable.

**If your project required the Non-Disclosure Agreement, you must have your sponsor’s approval of the poster before having it printed.**

• Poster must be printed in the Engineering Copy Center located in Engineering Unit A (behind Hammond Building). 814-863-1612
• The cost is $62.24. You do not pay this out of your pocket, however, you must deduct/account for it out of your budget. The copy center will send me the bill.
• The poster dimensions must be 32”x40” **portrait** orientation.

• **Submit your poster as a .pdf.**

• Submit it in person on a USB to the Engineering Copy Center or
• Email it to them at **eccarc@engr.psu.edu** using an email Subject of “LF Project [and your sponsor name].”

• You must provide the Engineering Copy Center with:
  o The Sponsor Company name (e.g. Boeing 1, API, Brembo 2)
  o Your name
  o Your email address
  o Your cell phone #
  o “Cindy Winkelblech’s Projects”

• You will be responsible for picking up your poster and bringing it to the Showcase. Do not expect the Copy Center to call or email you when it is ready. Whenever you drop it off or email them, ask them for a timeframe.

• You may give your poster to your sponsor at the conclusion of the Showcase, if desired.

---

**II. Project Deliverables and Semester Wrap-up:**

**A. Final Deadline for Expense Reimbursements**

Requests for reimbursement of any type must be submitted to Cindy Winkelblech in 314C Leonhard Building by Wednesday, December 18, 2019 by 3:00 p.m.

**B. Student Deliverables**

By 11:59 pm on Wednesday, December 18, each team will be required to upload to BOX (BOX.PSU.EDU) copies of the **final report**, **final poster**, and a one-page **project summary** of the project results. For the one-page summary, you will be required to use the Project Summary Template located on the Learning Factory (LF) Website at [http://www.lf.psu.edu/students/forms.aspx](http://www.lf.psu.edu/students/forms.aspx) and you must submit it to your instructor for review and approval prior to uploading it to BOX. Examples of one-page summaries can be found on the Home page of the LF website under Sponsor’s tab. You will receive an invitation to a special BOX folder from the Learning Factory staff.

**C. Recap of Learning Factory Deadline Dates**

Remember, these are LF deadlines so your instructor might have a different deadline in which to submit materials.
Monday, Dec. 2  Submit poster to Engineering Copy Center (USB or email to eccarc@engr.psu.edu)
Wednesday, Dec. 4  Special needs or set-up requirements to Maria Haddad mvh5725@psu.edu
Sunday, Dec. 8  Midnight - deadline to submit evaluation of your sponsor.
Wed. Dec. 18  3:00 p.m. FINAL deadline to request reimbursements.
Wed. Dec. 18  11:59 p.m. Deadline to upload to Box the final report, project summary, and poster.