

**Alabama Consortium for Technology in Education (ACTE)**  
**Snead Region 2 Competition 2022-2023**

Dear Snead Region 2 Competition Participant:

We are excited to host the 2022-2023 Snead Region 2 Fair March 10<sup>th</sup>, 2023 at Snead State Community College. This letter is intended to provide you with the information necessary to prepare your students for this exciting event. Please be sure to read the documentation on our website (<https://snead.edu/alabama-consortium-for-technology-in-education/>) and let us know if you have any questions. In the event of inclement weather on March 10<sup>th</sup>, 2022 the Tech Competition will be rescheduled for March 18<sup>th</sup>, 2023.

The fair will be held at the Snead State Community College's Plunkett-Wallace Gymnasium located on West Mann Ave, Boaz, AL 35957. For the 2022-2023 competition, all required forms are in electronic format and will be emailed, unless a specific request is sent for regular mail delivery. We will not use color coded project sheets since all documents can be submitted electronically.

**Registration Deadline:**

The registration deadline is Feb. 3, 2023. Registration will be confirmed within three business days. The deadline for changes is Feb. 10, 2023.

Judges will be seated at tables and students will bring their projects to the judges' table at an appointed time. Students will need to have their project loaded on a portable device (laptop or iPad). Judges will have their own set of earbuds to listen to projects with an audio component. A staging table will be available for students to test connectivity before entering into the judging area. If your school does not have a laptop or iPad that can be used, please bring your project on a USB drive. Snead will have a limited number of laptops available for use. Please make sure that you have exported your project so that it may be played on any computer. Do not depend on a good wireless connection in order to show your projects. We do everything we can to assure that wireless is working well, but cannot control the quality of wireless.

There will be no IT Test this year.

Please read the information contained in this letter carefully and do not hesitate to contact us should you have further questions. We look forward to having you at the Region 2 Competition on March 10<sup>th</sup> at Snead State Community College's Plunkett-Wallace Gymnasium!

All the best,  
Snead Region 2 Team  
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256-840-4166

Snead Region 2 ACTE  
Competition  
Important Information

Release Forms

Each school must turn in release forms for EVERYONE listed on their roster—students and adults—at check-in the morning of March 10<sup>th</sup>. Be sure to send the release forms home to parents in advance so that students are authorized to participate.

Payment

Checks should be made payable to Snead State Community College. You may either mail your check (\$15 per student or adult chaperone; teachers and bus drivers will get in free) to ACTE Region 2 Technology Competition, P.O. Box 734 Boaz, AL 35957 or pay the day of the event. There is no capability to accept debit or credit cards the day of the event.

Rules and Scoring

- Groups can only consist of a maximum of 2 team members.
- Students may only enter 2 projects.
- Only projects that win 1st or 2nd at their regional fair are eligible to attend the State Fair.
- Please make sure you read all the rules and review the scoring rubrics located on our website under **Local Rules** on the [ACTE Region 2 Website](#).

Notebooks

Each project requires an accompanying notebook. Please read “Notebook Requirements” listed under the [ACTE Region 2 Website](#).

Participant Identification

All participants will be given a white wristband to indicate that they are registered and to use as a lunch ticket. When possible, these wristbands should be worn on the right wrist.

Project Identification

Each project has been assigned a unique number for identification. This number will help to differentiate projects and will be used from registration through the awards ceremony. In each school’s packet you will find blue wrist bands with project numbers on them. Using the spreadsheet included in the packet, teachers should issue wrist bands to the appropriate students. Each student will have a wrist band for each project in which he/she is entered. Project (blue) wrist bands should be placed on the left wrist.

### Judging Process

Students will be called to the Project Check-In table using their project number. There they should be checked in by ACTE personnel and proceed to the staging table, if needed, to check connectivity sent to the appropriate pod. Once completed at the staging table, the students will proceed to the Pod manager. Upon arrival at the pod, the pod manager will check the student's wrist band, and then assign him/her/them to a judges table. The pod manager will remove the student's wrist band to indicate that his/her/their project has been judged.

Each project will be judged by two judges working as a team. However, judges will submit separate scores. The student(s) have approximately 10 minutes to present their project to both judges at the same time, including the judges reviewing the notebook and asking questions. This time will be strictly enforced due to the amount of projects that need to be judged. Students are responsible for presenting the project and project notebook. Students should be prepared to share their information with the judges and discuss what they have learned. After the project has been judged, student(s) will return to the bleachers.

The presentation must be loaded on a portable device, such as a notebook computer or iPad, and brought to the judges' table by the students. When space is available, parent(s) and/or teacher(s) (limit 2 per project) may watch the presentation, but are not allowed to interact with the students or judges while the project is being judged.

### Waiting

Students who are not being judged are asked to remain in the bleacher area. There they may talk with friends and hang out. Parents are encouraged to wait there with their students but are welcomed to accompany their students to the gymnasium floor for judging. Students must be under the general supervision of an adult at all times.

### Internet

Wireless Internet **should** be available at the Plunkett-Wallace Gymnasium. Be sure your computer has Wi-Fi capabilities. There will be no access to wired Internet; only Wi-Fi will be available. Due to the amount of students, teachers, and parents attending, we cannot guarantee that everyone will have Internet access. Snead will provide the best possible coverage to support the competing students and their projects.

Because we cannot control the quality of the Internet, especially in light of having more than 1,000 people present, do not rely on Internet access to display your project. **All projects must be backed up on your device's hard drive so that it is available and functional with or without Internet.**

### Schedule

Doors to the Plunkett-Wallace Gymnasium will open at 7:30 am. One teacher from each school should visit the registration table to pick up their packet. This will contain the schedule for the day, along with (blue) project wrist bands and (white) participant wrist bands. Once the sponsor picks up the packet, participants will go to the bleachers. All participants should be seated in the bleachers no later than 8:15 for the opening session, where you will be provided vital information about the day's events. Everyone should attend the opening session. The competition will begin at 8:30 am. We expect the awards ceremony to take place beginning at approximately 1:30 pm. Our goal is to be finished by 2:30 pm.

### Schedule (At a Glance)

8:00 am	Doors Open
8:00 am - 8:30 am	Registration
8:45 am	Opening Ceremony
9:00 am	Competition Begins
12:00 noon	Lunch
1:30 pm	Awards Ceremony

### Guests/Parents

With the exception of the awards ceremony, everyone attending the fair must be registered. This not only helps us to control entry but also helps to defray costs associated with production of this event. Ideally, everyone should be listed on the school's adult roster. However, onsite registration for parents/guests who are not on a school roster will be available. The cost will be \$15, payable by check or cash, and will include lunch. We will not have the capacity to accept credit/debit cards that morning.

### Awards Ceremony

We hope to start the awards ceremony at approximately 1:30 pm. This is free of charge and open to the public. Please encourage parents and friends to attend. We are working on ways to move this along quickly, so please be flexible as we seek to improve this process in an effort to get you back to your schools.

### Lunch

Each registrant will receive a boxed lunch consisting of a sandwich, chips, a cookie, and bottled water. Anyone with a special diet or food allergies should consider bringing a lunch as the caterer is unable to provide special lunches for various diets and allergies. Once you pick up your lunch the white wristband will be removed.

### Snacks

Snacks will be available for purchase throughout the day at the concession stand.

### Informational/Educational Tables

SSCC will sponsor a number of informational/educational tables to help pass the time during the day. If you are participating in an activity at one of these tables, please continue to listen for your project number to be called.

### General Rules and Conduct

We are excited to have you and your students at the competition. For the safety of your students and everyone involved, we ask that the following general guidelines be followed:

- ✓ Please do not shout or engage in horseplay.
- ✓ Please do not sit in the floor or block the aisles.
- ✓ Use the restrooms located at the end of the bleachers.
- ✓ The gymnasium floor is off limits.
- ✓ Teachers and chaperones are responsible for their students at all times.

### Clean Up

Please be sure to keep your area clean and free from litter and place litter in garbage cans. If you see that a garbage can is full, please let a member of SSCC know.

### Location/Parking/Buses

The fair will take place at the Snead's Plunkett-Wallace Gymnasium. The Plunkett-Wallace Gymnasium is located on West Mann Ave, Boaz, AL 35957.

Buses should enter at the parking lot noted on the map (next page), drop off the students, and park in the lot marked on the map (this is the same parking lot as the drop off). Students and teachers should enter through the front doors noted on the map. Cars may park in any designated parking spot on the East and West side of the gymnasium.



Good luck and let me know if you have any questions.

Best,  
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256-840-4166