

Schools' Engineering and Technology Competition

Information for Entrants

Getting here

The competition takes place at Anglia Ruskin University in Chelmsford, in the **Marconi Building**.

If you have a **large or heavy** project, please make sure you can transport it. Bulky items may be dropped off in the disabled parking bays at either end of Alan Cherry Drive (~50 m from the door).

The Chelmer Valley **Park and Ride** stops nearby.



Parking instructions and contact number:

(To be advised prior to event)

What happens on the day

When?	What?	Where?
09:00	Arrival and registration <ul style="list-style-type: none"> You can arrive at any time but your stand must be set up by 10:00 Please report to the desk in the foyer Light refreshments will be provided 	Marconi Building (foyer)
10:00	The competition begins <ul style="list-style-type: none"> You will be interviewed by at least one pair of judges When your project number appears on the notification board, the judges are coming so please make sure you are at your stand Some other officials and VIPs may also want to speak to you Visit other projects in your spare time and vote for your favourite 	Marconi Building
12:00	Lunch (staggered) <ul style="list-style-type: none"> We will tell you when to go for lunch Head over to the Michael Ashcroft Building cafeteria All students and teachers will have a lunch voucher: this will cover the meal deal or anything else up to the stated value (and can be topped up) Sit wherever you like to eat: the cafeteria itself can have limited space 	Michael Ashcroft Building
13:00	The competition continues <ul style="list-style-type: none"> You will be interviewed by any remaining judges (2 or 3 pairs in total) When your project number appears in green on the notification board, you may begin to pack away (no further judges need to see you) 	Marconi Building
14:30	Closing presentation (approximate timing) <ul style="list-style-type: none"> We will announce who won the Students' Choice Award (your votes) We will not announce other prizes: please keep the awards evening free 	Marconi Building (lecture theatre)
15:00	Departure	–

How to enter

Teachers and students can enter their project(s) **using our website**. Simply follow the instructions.

There are multiple award categories and we use a common scoring system to determine who wins which prize. You are **automatically entered into all categories** and will not be asked to select one.

What to prepare and bring

Please bring your **project itself** and any supporting material and documentation.

You will need to prepare a **display stand** to showcase your project to visitors.

Your stand must fit on a table area of **90 × 60 cm (36" × 24")**. **If you need more space, you must discuss this with us in advance.**

If you do not have a **display board**, we can provide one with the below dimensions. You can request this when entering your project (by ticking "board required"). **Please return it when you pack up!**

If you need **mains power**, request this when entering your project (by ticking "power required").

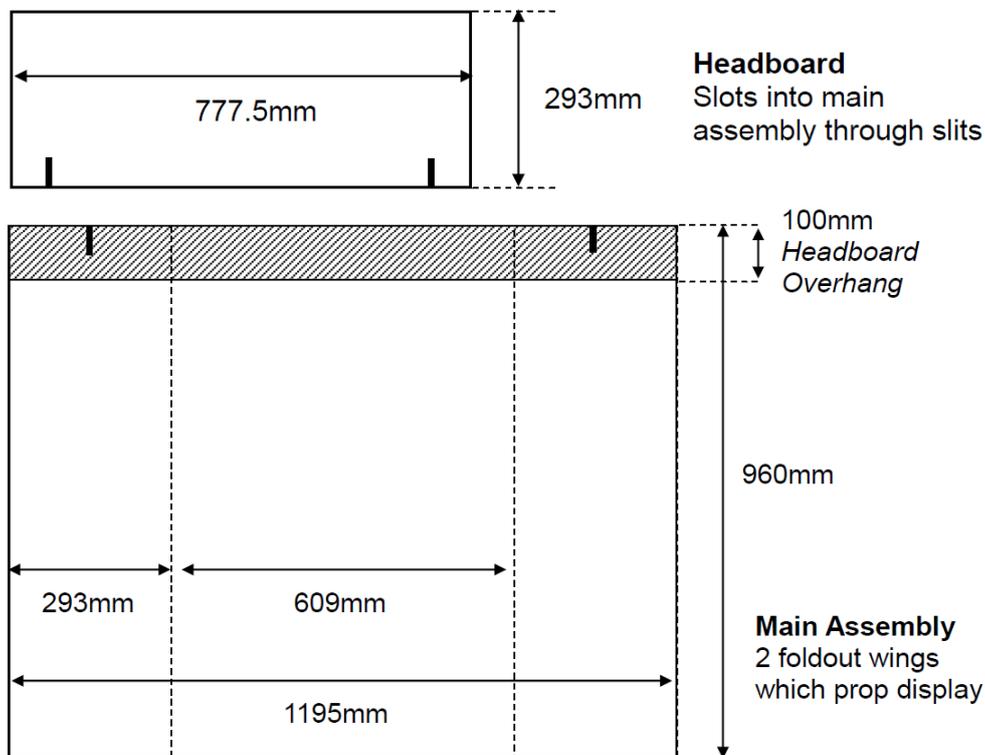


Image courtesy of the Engineering Development Trust

Awards evening

If you win an award, you will be invited to our prestigious awards evening, held 2-3 weeks later. Please **keep the date free** until we confirm who's invited.

This will also take place at Anglia Ruskin University, in the **Michael Ashcroft Building**.

We will **send invitations** as soon as possible after the competition. **When entering, please provide a valid email address for each student that will not expire at the end of term.**

The awards evening will start at **19:00** with canapés and sparkling drinks, and finish at **21:00**.

You can use the **Sawyers car park** for free. If you have to take a ticket on entry, keep it to exit.

The **dress code is formal**: students must wear school uniform or smart dress.

Other important notes

Please note the following:

- All entrants are assumed to have, where necessary, the permission of their school, college or employer. A responsible adult is required to sign off each project entry.
- We may take photographs at the competition and awards ceremony. These images will be made available to all participants after the event. We reserve the right to use these images for promotional purposes, but will not publish images with personal data. Please tell us if you do not wish to be photographed. Please note that the press may also be in attendance.
- A responsible adult must accompany all students at the competition and awards evening; Chelmsford Science and Engineering Society cannot take responsibility for participants.
- Entries must be substantially the students' own work: all entrants must have contributed significantly to the project(s) that they represent and may not have received inappropriate levels of assistance from a teacher or mentor etc.
- Students should wear school uniform to the competition.
- Please see our website for full competition rules.

If you have any questions, please contact us on competition@chelmsfordses.org.uk.

We look forward to seeing you and wish you the very best of luck!