



Dear Students and Parents,

Congratulations! Your project has been selected to represent De Portola at the Greater San Diego Science and Engineering Fair. In order for the judges to get an understanding of your project, you need to create a PowerPoint slide show to explain your investigation. It is important that your slide show is received by the judges prior to our screening date. **Our school's scheduled project screening date is January 30th, 2017. Below you will find a list of things that you need to accomplish by next Monday, January 30th.** Please follow the checklist as your PowerPoint must be received before our screening date mentioned above.

- 1. **Download the PowerPoint Screening Summary Template** at my website (www.mrbridges.weebly.com) on the first page, right side at the bottom of the science fair documents or at the GSDSEF website (www.gsdsef.org)—might be one there too.
- 2. **Create your slide show presentation** by cutting and pasting your work in the appropriate slides provided in the template. The judges request that you keep the presentation to the number of slides provided in the template. Only provide the information requested in the template.
 - If you want to fix anything from your work this would be the time to do so. Please make sure that someone proof reads your slides before you send them.
- 3. **Save your PowerPoint presentation as a PDF document.** To do this, simply select “Save As” under the File tab. Next, select the “Save as type” option and select “PDF” from the drop down list provided. Save the file in a safe place (also save the file as a ppt. file so you can edit again if you need to)

4. **Email your PowerPoint (ppt.), google slide doc, or PDF document to gsdsefscreening@gmail.com** before the end of **Monday, January 30th**. I recommend the PDF because it will ensure all of your photos are received for the viewer.

- In your email you must CLEARLY state the following information:
 - STUDENT'S NAME
 - GRADE
 - SCHOOL
 - TEACHER'S NAME (MICHAEL BRIDGES)
 - PROJECT TITLE
 - PROJECT CATEGORY (see the reverse side for a list of project category)
 - ****REMEMBER TO ATTACH YOUR PROJECT'S PDF FILE****
- If you could **cc** me on the email using mbridges@sandi.net, this will help with communication if need be.

Once completed, you are officially representing De Portola in the Greater San Diego Science and Engineering Fair. You can expect a judge's screening sheet and a certificate of participation. Projects recommended by the judge to participate in the next level will be given an electronic Invitation to participate in the next step of the competition. Those not selected will receive an electronic “Thank you, try again next year” reply. Whatever the outcome, please celebrate your accomplishment of completing the project and being selected to represent your school. **Remember to complete the process before Monday, January 30th.**

Thank You for your participation, Mike Bridges