



SAN MATEO COUNTY OFFICE OF EDUCATION

Anne Campbell, County Superintendent of Schools

2012 SAN MATEO COUNTY SCIENCE, TECHNOLOGY, ENGINEERING & MATH (STEM) FAIR

GUIDELINES FOR THE USE/INCLUSION OF A DVD

The purpose of the DVD is to provide additional information about the project's procedure (especially if it is unique or complex), experimental results or prototype trials, or other useful information that is difficult to capture in a written or graphical format. It is NOT a Power Point presentation, summary or overview of the entire project.

If any student wishes to prepare a DVD but does not have the camcorder to do so, please contact [Janet Shi](#) for assistance.

DVD Use Guidelines

1. The amount of information provided on the DVD is limited to not more than five (5) minutes, total.
2. The anonymity of the project developer and any assistants is to be maintained; no facial or other physically recognizable images should be seen.
3. Voices and any actual sounds related to what is being shown may be used; no background music or ancillary sounds should be added.
4. The DVD should NOT be used as a mini-presentation for the interview judges if the project reaches the finalist/interview stage.
5. Two copies of the DVD should be burned; one is to be submitted with the project materials during check-in; the other should be kept as a back-up and brought – if appropriate – to the finalist interview.
6. The DVD should be in a jewel case or cover slip; a special project-related label will be added to the case/cover.
7. Judges will have access to a DVD player or laptop computer during both judging nights; please do NOT bring your own playback equipment.