



### Submitting Exhibitions Electronically

Please follow the directions below when submitting your exhibition

1. Turn in ONE printout of your exhibition to the box in the conference room by ***9am on the final draft due date***. Make sure your paper has a COVER PAGE with your Essential Question, your name, your sponsor's name, and the subject.
2. Share a pdf electronic version of your exhibition with Emily Birden at [ebirden@sof.edu](mailto:ebirden@sof.edu)
  1. From google drive, download your exhibition as a **pdf file** (file → download as → pdf document)
  2. Save your paper with a file name that is your full name and the type of exhibition (ex: "EmilyBirdenScience.")
  3. Make sure you know where your computer is saving the document! You can choose where in the left hand column. It's probably easiest to save your pdf exhibition to the desktop
  4. Upload your paper to google drive and share your exhibition with [ebirden@sof.edu](mailto:ebirden@sof.edu) or send an email to this address with your exhibition as an attachment

Science and math papers: If you are having problems with graphs/diagrams, please see your sponsor BEFORE the deadline.

The exhibition presentation schedule is posted about one week after the paper deadline.

### Participation on exhibition committees

Each participant on a panel has an important effect when determining a student's score. Therefore, students are doing a disservice to their classmates by not showing up for a committee. All students are **REQUIRED** to sit on all the committees they are scheduled for (usually two).

If you cannot attend a committee you have been scheduled for, you are responsible for finding another student to replace you (or to switch committees with another student)

We take this very seriously. Please do your part to support your classmates. Read the schedule carefully when it is posted online.