



# Finalist Handbook

2016-2017

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Dear Student,

CONGRATULATIONS!

We are pleased to inform you that you have been selected as a Finalist for the MIT INSPIRE 2017 competition. We expect to see you on MIT's campus, April 10-12, 2017 for the final event.

This will be your opportunity to showcase your research, interact with experts in your category, compete for amazing prizes and cash awards, and also participate in exciting events that we are exclusively planning for you. For partner projects, both students must be present for the final round of judging. If your plans have changed and you are unable to attend, please let us know immediately so we can offer the chance to a student on the Alternate list. Please send an email to [inspire-communications@mit.edu](mailto:inspire-communications@mit.edu) with the subject line "Unable to Participate in the Final Round" and provide in the email body: your name, project ID, project title, partner's name (for team projects only), and reason for not being able to attend.

For Finalists that are planning to attend the final round of competitions on MIT campus, you MUST complete and submit the following forms by no later than March 15, 2017 to accept your spot as a Finalist. Forms can be found on our website, under the section for "Finalists". If we do not receive the completed set of forms by the due date, your spot at the final event will be forfeited.

- INSPIRE Finalist Registration Form - each member of a team project must submit this form separately
- Parental Consent/Medical & Emergency Contact Form (upload to Finalist Registration Form)
- Liability and Recordings Release (upload to Finalist Registration Form)

We have enclosed the MIT INSPIRE 2017 Finalist Handbook for your reference. Please read through the information carefully so you know what to expect for the April event and so you are aware of all forms that need to be completed and any upcoming deadlines. Note that any changes, updates and notifications to the handbook will always be posted on our website (<http://getinspired.mit.edu>), so please be sure to refer to the website for the latest information. We also highly recommend sharing this handbook with your parents/guardians and mentors, so they are aware of the program, the agenda and what you need to do.

As a reminder, you will be solely responsible for covering the costs for the trip. In the event that a mentor/parent/guardian is planning to accompany you, please have them complete the Accompanying Adult Form online. If you have applied for a Travel Award, you will receive a separate email with instructions on the reimbursement process.

Feel free to let us know if you have any questions.

We are excited about your visit and look forward to receiving your materials and seeing you on campus on April 10th!

Sincerely,

The MIT INSPIRE Team

# Competition Overview

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INSPIRE is the first and only comprehensive, national high school research competition focused entirely on the humanities, arts and social sciences.

The competition is being organized by the INSPIRE student group at the Massachusetts Institute of Technology (MIT), and produced with support from the Institute's School of Humanities, Arts and Social Sciences, Council of the Arts at MIT, and other groups. The preliminary round of the competition involved online submission of research projects. Approximately one hundred Finalists have been selected to participate in the competition's final round - a three-day event on MIT's campus in Cambridge, MA, which will bring together experts and students. More information can be found on the INSPIRE website: <http://getinspired.mit.edu>

INSPIRE is intended to draw out students' passion for original inquiry into a unique topic in one of 13 disciplines, and connect them with peers of similar interests across the U.S. It also provides students with a unique opportunity to present their research, get great feedback from experts, and have an unforgettable experience before college.

Selected students will qualify for awards and prizes.

INSPIRE stands for "Inspiring the Nation's Students to Pursue Innovative REsearch" in the arts, humanities, and social sciences.

## Review of Eligibility for Participation

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Please review INSPIRE's Eligibility criteria below and let us know immediately if your eligibility status has changed since you originally applied for the competition.

Students **MUST**:

- Carry out original research - that which conveys an innovative idea or new perspective - on a topic of interest within one of the competition categories.
- Follow the Submission Process outlined in the 2016 - 2017 Student Application Handbook.

Additionally, to participate in MIT INSPIRE, students **MUST** meet ALL of the following eligibility requirements:

- Students must be enrolled in an accredited high school program or be a student of home or private education and working towards a G.E.D. (high school diploma).

- Students must be under the age of 19.
- Students must be U.S. citizens or Permanent Residents.
- Children of MIT faculty and staff are eligible to participate as long as their parent or guardian is not part of the judging committee.
- Students may submit projects either individually or with one partner.
- The submission must reflect the student's or students' own work.
- No student may submit more than one project.
- Students may choose to conduct research at an institution such as a university, library or corporate setting. Such projects are eligible as long as the mentor certifies that the submission reflects the student's own work.
- Projects should not involve personal risk to any individuals (including the student) or animals, or damage to others' property. Submitted work should not include any dangerous or harmful materials.
- Projects directly involving living or non-living animals, or any parts thereof, are not eligible.
- Projects involving human subjects must meet the requirements outlined in the "Eligibility of Projects Involving Human Subjects" section.
- Late submissions, incomplete submissions, submissions involving plagiarism, submissions that do not reflect the student's or students' own work, submissions involving harmful or dangerous materials or methods, submissions that do not abide by the guidelines of the INSPIRE competition, or submissions that violate any federal or state laws will not be accepted.

To compete for prizes, Finalists must submit additional forms and be able and willing to participate in the final round of the INSPIRE competition in person at MIT. Whether or not a student is selected as a Finalist, the student retains ownership of his or her own work.

All decisions by MIT INSPIRE judges are final.

The MIT INSPIRE competition does not discriminate based on race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, or national or ethnic origin.

## Final Round of the Competition

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The final round (MIT INSPIRE 2017) will be held April 10-12, 2017, at MIT's campus in Cambridge, MA. Besides the formal judging sessions, the event is intended to be a highly stimulating, fun-filled, intellectual experience for bright and passionate high school Finalists from all across the country. Finalists will present their original research on thought-provoking topics and compete for prizes in different categories including

music, economics, political science, and several others - all in the fields of humanities, arts, and social sciences. The following sections provide details regarding the INSPIRE 2017 event.

## Event Agenda

The tentative agenda and schedule for MIT INSPIRE 2017 is as follows. Some of the session details are still being finalized and subject to change. You may check the website for relevant updates. Upon arrival on campus, Finalists will be provided the final schedule of events along with location for each activity. Please refer to the campus map for locations.

### April 10, 2017: Check In, Opening Ceremony and Public Viewing

- 12:00 PM - 1:30 PM: Registration, check in and poster set up in Walker Memorial Morss Hall (50-140)
- 2:00 PM - 4:00 PM: Opening ceremony, keynote, panel and instructions in Wong Auditorium (E51-115)
- 4:30 PM - 6:30 PM: Public viewing and judging for INSPIRE Lincoln Award in Walker Memorial Morss Hall (50-140)
- 7:00 PM - 8:00 PM: Suggested time to meet your host (for those staying on campus) and have dinner on your own (not provided by MIT INSPIRE)

### April 11, 2017: Judging

Location: Walker Memorial Morss Hall (50-140)

- 8:30 AM - 9:00 AM: Continental Breakfast
- 9:00 AM - 12:00 PM: Judging session 1
- 12:00 PM - 1:00 PM: Lunch
- 1:10 PM - 5:00 PM: Judging session 2
- 6:00 PM - 6:30 PM: Poster tear down
- 7:15 PM - 8:15 PM: Dinner (optional)

### April 12, 2017: Closing Ceremony and Check Out

Location: Kresge Auditorium (W16-109)

- Before 10:00 AM: Suggested time to have breakfast on your own (not provided by MIT INSPIRE)
- 10:00 AM - 12:30 PM: Awards ceremony (Note that winners must be present to receive awards, as trophies, ribbons and certificates will not be mailed after the event.)

- 12:45 PM - 1:30 PM: Checkout (Students staying with hosts must notify INSPIRE Team via email to [inspire-communications@mit.edu](mailto:inspire-communications@mit.edu) before departure.)

## In-person Presentation

As a Finalist, your in-person presentation MUST include:

1. A poster board (no larger than 30" deep, 48" wide, and 72" high) that includes the highlights of your research, which you have described in detail in your report. Your poster board (a tri-fold is encouraged) must either be able to stand on its own on a table (1/4 of a standard 6-ft table) or be a roll-up poster (limited number of stands available). Example displays with poster stands and tables can be found here: <https://getinspired.mit.edu/example-displays-finalists>
2. An oral presentation, to consist of a 5-minute summary of your work followed by question-and-answer sessions with judges. You should be prepared to adjust the length of your presentation according to your judge's expectations on judging day.
3. A copy of the research report you submitted in the online application.
4. A copy of the abstract you submitted in the online application.
5. Optional: any demonstration, video, or audio of your work.

Note that:

- For partner projects, both members must be present for the in-person presentation.
- During the final round, the only setup materials you will be provided are tables upon which to display your poster board. MIT INSPIRE may also be able to provide a limited number of poster display stands, but tri-fold boards are encouraged due to limited supply. If you would like to include an audio/visual component in your presentation or display any other materials for your presentation, please indicate so on your Finalist forms. You will be responsible for bringing any other equipment, such as extension cords. Outlets will be available but cannot be guaranteed. You will not be allowed to set up any potentially hazardous or unsafe items as part of your display.
- When you set up your display during registration, do not leave any precious or valuable items overnight. You may bring them with you on April 11<sup>th</sup> to judging. Neither MIT nor MIT INSPIRE will be responsible for any stolen or lost items.
- The dress code during judging and opening/closing ceremony is formal attire. Casual attire can be worn around campus outside of these events.
- Winners MUST be present at the Awards Ceremony to receive awards, as trophies, ribbons and certificates will not be mailed after the event.

## Judging Criteria

During the final round of competition, judges will base their decisions on the following criteria:

- Clarity of problem statement
- Originality, creativity, and scope of your research
- Impact of your research on its discipline and society
- Analytical depth
- Abstract and report
- Poster
- Presentation and oral Q&A

Note: All decisions by MIT INSPIRE judges are final.

## What to Expect During Judging

Judges typically are faculty members, department heads, researchers, and doctoral students who are volunteering their time and expertise on INSPIRE. Since April 11<sup>th</sup> is a weekday, most judges will be in and out of classes and meetings. You should expect to be interviewed by at least two judges. Our team will try our best but cannot guarantee exactly how many additional judges you will have, when they will come to your board or how much time they will spend with you. Once judging begins, you should stay with your poster the entire time until all your judges have interviewed you. They will be going around the room looking for the projects they have been assigned and will not be able to evenly space out your interviews. You may have a lot of down time in between interviews; your patience is appreciated.

When a judge comes to speak with you about your project, you should begin with a short (around 3-5-minute) summary of your project. Your judge most likely will not have read your report. Therefore, this summary should bring out the most important aspects of your project: for example, its motivation, research methods, challenges, and results. In addition to the summary portion of the interview, judges will also ask questions about your project. For team projects, both team members should be able to present and answer questions.

Parents and mentors are not allowed in the judging area during the judging sessions on April 11. We encourage mentors to participate in the Mentor Development Workshop to be held in parallel with the afternoon judging session. Parents and accompanying adults may make their own plans for exploring MIT or Boston.



## Tips for Judging

- Treat the judges with respect.
- Be prepared for a long day - you will likely feel tired by the time judging is over. We will try to provide a break with some snacks in between.
- You'll most likely have significant down time between judging interviews, so bring something to do (e.g. homework or a book) or chat quietly with your neighbors. Please be sensitive and maintain proper behavior so that the judges can give the other Finalists their full attention during interview sessions.
- Feel free to have water or small snacks at your station.
- If you are part of a team, how you divide your presentation time is up to you but keep in mind that the judges would like to hear about the individual contributions of each team member.
- Don't read off of your abstract, poster board, or a prepared script during your presentation - this will allow you to know your project better and have a conversation with the judge.
- Some judges may wait until after your summary to ask questions, whereas others might prefer to ask questions as you present. Be prepared for interruptions. You should also think about possible questions ahead of time and prepare for them or include answers in your summary. Often, judges will be curious about the technical details of your project, its broader significance, or its implications for future research.
- Be prepared to adjust the length of your presentation (e.g. have an elevator pitch and 2-minute presentation ready) depending on the judge's expectations.
- You may want to practice your presentation with your mentor.
- Try to practice effective speaking skills such as minimizing the use of filler words.
- Remember, this is not just a competition but more importantly, a learning experience. All of the judges are volunteers who want to help you learn and show you how fun and exciting the humanities, arts, and social sciences can be, so don't be nervous. Just enjoy the experience and make the most out of it.

## Awards and Prizes

The 2017 MIT INSPIRE Finalists can compete for awards and prizes as outlined below:

### Top Prizes

- a) 2017 INSPIRE Aristotle Award for Best in Competition and Presentation
  - Cash award TBA
  - Trophy
  - Certificate of recognition

- b) 2017 INSPIRE Mozart Award for Most Original Research - presented by the Council for the Arts at MIT
  - Cash award TBA
  - Trophy
  - Certificate of recognition
- c) 2017 INSPIRE Lincoln Award based on Community Choice - sponsored by the MIT Community Service Fund
  - Cash award TBA
  - Trophy
  - Certificate of recognition
- d) 2017 INSPIRE Shakespeare Award for Most INSPIRational Blog - sponsored by the Harvard-MIT COOP
  - Cash award TBA
  - Trophy
  - Certificate of recognition

### Category Prizes

- e) For each category in the final round (may be less than 13 depending upon on the topics and number of entries),
  - First Prize consisting of a cash award (TBA) and a certificate
  - Second Prize consisting of a cash award (TBA) and a certificate
  - Honorable Mention(s) in some categories as appropriate

In addition, we will be announcing the 2017 INSPIRE Athena Award for the most INSPIRational mentor from across the nation. The selection of the award winner is based on student nominations submitted in January. The Athena Award winner will receive a cash prize, trophy and certificate of recognition.

Please note:

- Winners MUST attend the Award Ceremony to receive their certificates, ribbons, and trophies. The INSPIRE Team is unable to mail these items after the event.
- If a partner project wins an award, the prize money will be distributed equally among the students.
- Winners will be responsible for completing additional forms (such as the Prize Payment Form) on time to collect the prize money.
- Winners will be responsible for any tax implications of their prize money.

# Important Dates and Deadlines

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Please make note of the following dates. All deadlines assume a time of 11:59:59 PM Eastern Standard Time. No exceptions will be considered.

- March 15, 2017: Finalist Registration Form (for team projects, each student must submit this form individually) with “Parental Consent/Medical & Emergency Contact Form” and “Liability and Recordings Release”, and Request Housing Accommodation Form
- March 15, 2017: Accompanying Adult Form and Recordings Release for Accompanying Adults
- April 10-12, 2017: MIT INSPIRE 2017 event at MIT Campus, Cambridge, MA

Failure to submit the forms in a timely manner will result in removal of your project entry from the final round of competition. Please contact us via email to [inspire-communications@mit.edu](mailto:inspire-communications@mit.edu) should any questions or difficulties arise.

# Finalist Checklist

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## March 15, 2017

- ☐ Finalist Registration including 2 accompanying forms as uploads: “Parental Consent/Medical & Emergency Contact Form” and “Liability and Recordings Release” (Required)
- ☐ Request Housing Accommodation Form (Optional)
- ☐ Accompanying Adult Form (Required if an adult will be accompanying you to the final round of the competition April 10-12)
- ☐ Recordings Release for Accompanying Adult (Must be signed by the accompanying adult; required if an adult is accompanying you)  
Note: If an adult is accompanying multiple students, only one copy of each form must be submitted per adult and must indicate the names of all students who will be accompanied.

## April 10-12, 2017

- ☐ Poster Board summarizing project and copy of your report and abstract (Required)
- ☐ Project demonstrations (video, instrument, etc.) (Optional)
- ☐ Project Notebook, and any presentation materials (Optional)

# Finalist Registration Form

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This is an online submission form and **must be completed on the website**.

To participate in the final round of competition, you must submit your registration form no later than 11:59:59 PM EST on March 15, 2017. Late submissions will not be accepted and you will not be permitted to participate in the event. For team projects, each student must submit a separate form.

\* Indicates a Required Field.

## Student Details

Student name\*

Phonetic pronunciation of name\*

Student email\*

Student phone number\*

Current grade level\*

Student school\*

(Note: if homeschooled, please enter "Homeschool" as school name)

City\*

State\*

Upload a photo of yourself\*

(Note: This may be used for promotional purposes.)

If this is a team project:

Second Student name

Phonetic pronunciation of name

Second Student email

Second Student phone number

Second Student current grade level

Second Student school

(Note: if homeschooled, please enter "Homeschool" as school name)

City

State

## Project Details

Project ID\*

Project category\* (select one of 13 categories)

(Note: Check the announcement of Finalists on our website to confirm your project category and/or note any category reassignments.)

Project title\*

Project mentor name\*

Project mentor designation (title - e.g. English Teacher, Philosophy Professor)\*

Project mentor affiliation (name of school, university, corporation)\*

Project mentor email\*

Short project description in layperson's terms (1-2 sentences)\*

(Note: This may be used for promotional purposes.)

### Poster Details

Type of poster\* (select from dropdown menu: trifold or roll-up)

(Note: Poster dimensions may not exceed the following dimensions: 30"D x 48"W x 72"H)

Will you require a poster stand (yes or no)?\*

Additional equipment that you will bring (please specify)

(Note: The MIT INSPIRE Team is not able to provide any equipment beyond a display table and a limited number of poster stands. You are responsible for any additional equipment that you bring including extension cords.)

### Travel and Diet Details

ALL FINALISTS UNDER AGE 18 WHO PLAN TO STAY IN THE BOSTON/CAMBRIDGE AREA OVERNIGHT, WILL BE REQUIRED TO STAY WITH AN ACCOMPANYING ADULT OR MIT STUDENT HOST (SUBJECT TO AVAILABILITY).

MIT INSPIRE is not responsible for providing travel arrangements for Finalists.

Which city will you be traveling from? \*

Anticipated Arrival Date \*

Anticipated Time of Arrival \*

Anticipated Arrival Location (e.g. Boston Logan airport) \*

Anticipated Departure Date \*

Anticipated Departure Time \*

Will you be staying for the Awards Ceremony (yes or no)? \*

(Note: Winners must be present during the Awards Ceremony to receive certificates, trophies, and ribbons and such materials will not be mailed after the ceremony. The Awards Ceremony will take place on the morning of April 12th.)

Anticipated Departure Location \*

Form of Travel (air, car, bus, other) \*

Are you traveling with an accompanying adult? \*

(Note: If Yes, please make sure the accompanying adult completes the required forms.)

Name(s) of Accompanying Adult(s)

Phone number(s) of Accompanying Adults(s)

Relationship of Accompanying Adult to you (e.g. teacher, parent)

Where will you be staying (e.g. name of hotel)?\*

Do you need housing at an MIT Dorm during your stay\*?

☐ Yes

☐ No

(Note: MIT INSPIRE is able to offer housing with an MIT student host only for a limited number of students, especially for students who are coming alone without an accompanying adult. If Yes, you must also complete the separate "Request for Hosting" Form.)

Dietary information (vegan, vegetarian, allergies, other dietary restrictions) \*

(Note: We will do our best to accommodate your dietary restrictions, but please have a back-up plan in case we are unable to - see [dining.mit.edu](http://dining.mit.edu) for on-campus food options.)

## Form Upload

Parental Consent/Medical & Emergency Contact Form \*

Liability and Recordings Release \*

**PARENTAL CONSENT/ MEDICAL & EMERGENCY CONTACT FORM**

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Student Name: \_\_\_\_\_  
Last First Middle

Home address: \_\_\_\_\_

Student Cell Phone (if applicable): \_\_\_\_\_ Birth date: \_\_\_\_\_

Parent or Legal Guardian: \_\_\_\_\_  
Last Name First Middle

Telephone Contact Information (Parent/Guardian): Day: \_\_\_\_\_; Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

Parent #2: \_\_\_\_\_  
Last Name First Middle

Telephone Contact Information (Parent #2): Day: \_\_\_\_\_; Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

**PLEASE BE AWARE THAT THIS FORM IS ONLY USED IN CASE OF EMERGENCY. IF THE STUDENT HAS A CONDITION THAT THE TEACHERS OR PROGRAM DIRECTORS SHOULD BE AWARE OF, PLEASE E-MAIL THE PROGRAM DIRECTORS.**

Chronic medical conditions requiring ongoing care: \_\_\_\_\_

Allergies (Animals, latex, food, meds, other): \_\_\_\_\_

Prescription medicines used regularly or needed on occasion: \_\_\_\_\_

Date of last tetanus booster: \_\_\_\_\_

Any other health issues of Student of which MIT should be aware? \_\_\_\_\_

Student's Primary Care Physician (Name/Phone): \_\_\_\_\_

Health Insurance: \_\_\_\_\_  
Name of Insurance Co. and Primary Subscriber Policy Number

I am not aware of any medical condition(s) which would interfere with my child's participation in this program and I grant permission for my child to participate in (MIT INSPIRE 2017) (the "Program", as further described below, for the following date(s) or period of time: April 10-12, 2017.

Additionally, in case of emergency and I/we cannot be reached, I, the undersigned parent/legal guardian of the above-named child, do hereby authorize the MIT Program representatives to seek medical attention deemed necessary, by qualified medical personnel, during the entire time that my child is participating in this Program. I/we understand that I/we will be responsible for any medical charges incurred in the treatment of my child, in the case of an emergency, that are not covered by my family's health insurance.

\_\_\_\_\_  
Signature of Student\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Parent or Guardian\_\_\_\_\_  
Date

{MIT PROGRAM: The final round of the MIT INSPIRE competition will be held from April 10-12, 2017 on MIT's campus in Cambridge, MA. Selected finalists who have been invited will participate in an enriching experience comprised of judging sessions with experts in their field for the chance to receive cash prizes and recognition, public viewing of projects by the Greater Boston community and visitors to the competition, seminars and interactive events on campus, and opening and closing ceremonies with prize distribution. Students will have ample opportunities to interact with their peers, MIT students, and experts including MIT faculty. The event, organized by the MIT INSPIRE student group, is supported by several MIT departments including the MIT School of Humanities, Arts and Social Sciences. Program involves overnight stay either off campus, with a parent/guardian/chaperone, or on campus, with an MIT host.}

**Distribution:**Signed original(s), including all attachments, or executed electronic copies – DLC AO or PA or Program Leader

Copy – PI/Supervisor/Program staff (to bring to Medical if minor is injured)

Record retention – 3 years after the end date of the program





**Liability and Recordings Release, Waiver, Discharge and Covenant Not to Sue**

This is a legally binding Release, Waiver, Discharge and Covenant Not to Sue (collectively, "Release"), made voluntarily by me, the undersigned Releasor, on my own behalf, and on behalf of my heirs, executors, administrators, legal representatives and assigns (hereinafter collectively, "Releasor," "I" or "me", which terms shall also include Releasor's parents or guardian, if Releasor is under 18 years of age) to the Massachusetts Institute of Technology ("MIT").

As the undersigned Releasor, I fully recognize that there are dangers and risks to which I may be exposed by participating in the program as described on the attached parental consent form, {MIT INSPIRE 2017, from April 10-12, 2017, in Cambridge, MA}(the "Program"<sup>1</sup>). I acknowledge that I am responsible for my own transportation to/from the Program unless otherwise stated in the consent form. As the undersigned Releasor, I understand that MIT does not require me to participate in this Program, but I want to do so despite the possible dangers and risks and despite this Release. With informed consent, and for valuable consideration received, including assistance provided by MIT, as the undersigned Releasor, I agree to assume and take on myself all of the risks and responsibilities in any way arising from or associated with this Program, and I release MIT and all of its affiliates, divisions, departments and other units, committees and groups, and its and their respective governing boards, officers, directors, principals, trustees, legal representatives, members, owners, employees, volunteers, agents, administrators, assigns, and contractors (collectively "Releasees"), from any and all claims, demands, suits, judgments, damages, actions and liabilities of every name and nature whatsoever, whenever occurring, whether known or unknown, contingent or fixed, at law or in equity, that I may suffer at any time arising from or in connection with the Program, including any injury or harm to me, my death, or damage to my property (collectively "Liabilities"), unless caused by the reckless endangerment or willful misconduct of Releasees, and I agree to defend, indemnify, and save Releasees harmless from and against any and all Liabilities.

As the undersigned Releasor, I recognize that this Release means I am giving up, among other things, all rights to sue Releasees for injuries, damages or losses I may incur. I also understand that this Release binds my heirs, executors, administrators, legal representatives and assigns, as well as myself. **I also affirm that I have adequate medical or health insurance to cover any medical assistance I may require.**

**Photo Release**

I grant MIT, including MIT {INSPIRE}, the perpetual, non-exclusive, royalty-free right and license to:

- 1 - Record my participation and appearance on digital or film photography, video tape, audio tape, or any other medium (collectively, the "Recordings") during MIT INSPIRE 2017 (the "Program").
- 2 - Use my name (or any fictional name), likeness, voice and biographical material in connection with these Recordings to be used only in or for written, electronic, and web publications pertaining to the Program (the "Purpose").
- 3 - Reproduce, distribute, publicly display and/or publicly perform, in print, electronic or any other medium, copies of the Recordings, in whole or in part. Grantor represents that s/he possesses all rights necessary to grant this permission for the Purpose.
- 4 - I agree to release MIT and its trustees, officers, employees, students, volunteers, and agents from any liability to me, and on behalf of my heirs, executors, administrators, legal representatives and assigns, based upon or arising out of use of my name, likeness or voice, or the Recordings.

I agree that this Release shall be governed for all purposes by Massachusetts law, without regard to such law on choice of law.

**I have read this entire Release. I fully understand the entire Release and acknowledge that I have had the opportunity to review this Release with an attorney of my choosing if I so desire, and I agree to be legally bound by the Release.**

**THIS IS A RELEASE OF YOUR RIGHTS, READ CAREFULLY AND UNDERSTAND BEFORE SIGNING.**

\_\_\_\_\_  
(Releasor's Signature)

\_\_\_\_\_  
(Parent's Signature, if Signatory is minor)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

# Request Housing Accommodation

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This is an online submission form and must be completed on the website no later than 11:59:59 PM EST on March 15, 2017.

The MIT student community is able to host only a limited number of Finalists in undergraduate dorms on or near campus between the 10<sup>th</sup> and 12<sup>th</sup> of April, on a first-come-first-serve basis and based on priority (e.g. if a student is traveling without an accompanying adult). Please consider carefully whether you absolutely need housing before submitting this form. We encourage you to identify alternate arrangements in case we can't accommodate you. We may not be able to notify Finalists of their student host status until a couple of weeks before the final round. To apply for on-campus housing during your visit to MIT, please fill in the form below and submit promptly.

\* Indicates a Required Field.

## Personal Information

Name \*

Email Address\*

Project ID \*

Gender (Male, Female, Other - please specify) \*

## Dorm Preferences

(Note: We will do our best to find a host that meets your preference.)

Different dorms have different gender co-living options. Please select all of the following with which you would be comfortable: (Co-ed hallway, Co-ed suite -a small cluster of rooms with a common living space and restroom, All-female dorm) \*

Some dorms allow smoking indoors. Would you be comfortable with staying in a building that allows smoking? (No, Yes) \*

Some dorms allow cats. Would you be comfortable with staying in a building that allows cats? (No, Yes)\*

## Host Preferences

Do you have any dietary restrictions that would impact your host preference? (No, Yes - please explain) \*

If we are unable to match you to a host, are you still able to come to MIT to participate in the final round? (No, Yes) \*

Do you require any other overnight accommodations not previously mentioned? If so, please explain.

We will contact all students who apply for hosting around 2 weeks before the event regarding whether they have been matched to a host and with more information about staying with an MIT host.

# Accompanying Adult Form

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This is an online submission form and **must be completed on the website**.

This form must be submitted for each adult who will be accompanying one or more MIT INSPIRE 2017 Finalists to the final round of the competition from April 10-12, 2017.

\* Indicates a Required Field.

## Student Details

Student name(s)\*

Student School\*

Project ID(s)\*

Accompanying Adult's name\*

Accompanying Adult's email\*

Accompanying Adult's phone number\*

Accompanying Adult's relation to student (parent/guardian, mentor, other)\*

If you are a mentor, do you plan to apply for a Mentor Travel Award (yes or no)?\*

If you are a mentor, do you plan to attend the INSPIRE Mentor Development Workshop on April 11 (yes or no)?\*

(Note: if Yes, please register online by March 20, 2017.)

## Travel and Diet Details

Which city will you be traveling from? \*

Anticipated Arrival Date \*

Anticipated Time of Arrival \*

Anticipated Arrival Location (e.g. Boston Logan airport) \*

Address where you will be staying (e.g. name of hotel)\*

Anticipated Departure Date \*

Anticipated Departure Time \*

Anticipated Departure Location \*

Form of Travel (air, car, bus, other) \*

Dietary information (vegan, vegetarian, allergies, other dietary restrictions) \*

Note: MIT INSPIRE is not responsible for providing travel arrangements for Accompanying Adults.

Would you like to volunteer during the event (yes or no)? \*

### **Form Upload**

Recordings Release (for Accompanying Adult, signed by Accompanying Adult) \*

**MASSACHUSETTS INSTITUTE OF TECHNOLOGY**  
**RECORDINGS RELEASE for ACCOMPANYING ADULTS**

PROGRAM: MIT INSPIRE Competition 2017

DEPARTMENT/LAB/CENTER/STUDENT GROUP: MIT INSPIRE Student Group, with support from MIT School of Humanities, Arts and Social Sciences, Council of the Arts at MIT, and several other groups

In connection with the Program referenced above, I grant MIT, its employees, volunteers or agents permission to:

- take photographs and/or video footage, audio tape, film, photograph or any other media, whether now known or hereafter existing (the "Recordings") of me;
- use, reproduce, publicly display and publicly distribute copies of any such Recordings; and
- use my name (or any fictional name), likeness, voice, and biographical information.

The permissions granted above are limited to non-profit, educational uses in connection with the Program. I understand that I am not to receive any compensation for this use.

By granting this permission, I release MIT, its trustees, officers, employees, volunteers, and agents from any liability to me or my heirs based on the release of the Recordings of me.

I fully understand the nature of this permission granted by me and I voluntarily consent to sign this release. This release is governed in accordance with the laws of the Commonwealth of Massachusetts.

Signature of Accompanying Adult: \_\_\_\_\_

Print Name of Accompanying Adult: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

# Instructions for Travel Reimbursement

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If you have been selected to receive a needs-based travel award for participating in the MIT INSPIRE event, you will receive a separate email with instructions on how to obtain reimbursement for travel expenses.

## Suggestions on What to Bring

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To help you plan your trip to MIT campus, here are some suggestions on what you may want to bring.

### For Judging

- Poster board (Required)
- 1 copy of your abstract, report, and signed forms: Parental Consent, and Recordings Release (Required)
- Business attire and shoes for presentation (Required)
- Any extra materials for your poster set up. This may include:
  - Tape, glue, or some other adhesive
  - Sharpie/pen
  - Ruler
  - Clips
- Water bottle
- A notepad or notebook
- Pointer
- Homework, book or playing cards (or something to do between judging rounds)
- Snacks for judging day

### For Your Overnight Stay

- Business attire for the judging sessions and closing ceremony.
- Comfortable clothes and shoes for walking around campus
- Jacket/coat for outdoors (April in Boston can be chilly, wet and/or snowy)
- Cap and gloves to stay warm
- Toiletries (toothbrush, toothpaste, shampoo, etc.)
- Towel (if you will be staying with an MIT host)
- Sleeping bag and pillow (if you will be staying with an MIT host)
- Umbrella

- Camera
- Some spending money, especially for dinner on April 10<sup>th</sup> and breakfast on April 12<sup>th</sup>

You should assume that MIT hosts cannot offer any special accommodations. However, feel free to make other arrangements with your hosts as some may have an air mattress, pillow, etc. that you can borrow.

## Key MIT Resources and Links

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- MIT Visitor Information: <http://web.mit.edu/institute-events/visitor/>
- MIT Campus map: <http://web.mit.edu/campus-map/pdf/campusmap.pdf>
- MIT School of Humanities, Arts and Social Sciences: <http://shass.mit.edu>
- List of hotels near MIT campus: <http://web.mit.edu/institute-events/visitor/stay.html>
- MIT Residential Life: <http://studentlife.mit.edu/reslifeanddining>
- MIT mobile app for Android and Apple smart phones, downloadable from:
  - <https://play.google.com/store/apps/details?id=edu.mit.mitmobile2>
  - <https://itunes.apple.com/us/app/mit-mobile/id353590319?mt=8>
- MIT Admissions: <http://web.mit.edu/admissions/>
- MIT Alert: <http://em2.mit.edu/mitalert/signup>
- Boston/Cambridge Weather: [www.accuweather.com](http://www.accuweather.com)

## Campus Safety Tips

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The following tips and emergency information are equally applicable to Finalists staying on campus as well as those simply visiting campus.

Please also review the crime prevention tips offered by the MIT Police website - <https://police.mit.edu/crime-prevention>

### Safety Tips and Emergency Awareness

- When you meet your host, request their full name, residence, room number, and phone number so you can contact them.
- Make sure you know where exits are and how to leave your host's dorm in the event of an emergency.



- Carry your cell phone with you at all times if you have one.
- Add the MIT Police or Emergency number at your cell phone: (617) 253-1212.
- Sign up for MIT Alerts at <http://emergency.mit.edu/mitalert> to get campus emergency alerts.
- If you find yourself locked out of your host's dorm after hours: call your host or call Night Watch, at (617) 253-1500.
- Note the locations of Blue Light Phones on campus, which you can use to make emergency calls.
- Whenever possible, walk with at least one other person, especially at night.
- Body language counts! Walk with confidence. Show that you are aware and in control.
- Do not wear headphones or ear buds.
- Use well lit, well-traveled routes. Consider using Safe Ride, MIT's late-night shuttle.
- Consider carrying a small, readily available, high-intensity flash light.
- If you believe you are being followed, call the MIT police at (617) 253-1212, or utilize a blue light emergency phone.
- Don't use your cell phone while walking - it is often a target for thieves.
- It is recommended that you call someone to tell them where you are, where you're going, the travel route you're taking, and when you expect to call them to advise that you've arrived at your destination.
- Have a safety plan. If you were in a dangerous situation, what would you do?
- Keep your parents, guardians and/or chaperones aware of where you are and have an agreed to means of communication.

## Campus Emergency Information

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Please make note of the following important contacts - we suggest entering them into your phone:

Police, Fire, or Medical Emergencies: (617) 253-1212 or 100 from any campus phone

Night Watch: (617)-253-1500

Dean on Call: Call (617) 253-1212 and ask to speak to the Dean on Call

INSPIRE Email: [inspire-communications@mit.edu](mailto:inspire-communications@mit.edu)

Additional INSPIRE Team contact information will be made available when you register.

# Frequently Asked Questions

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- a. What does it mean to be an INSPIRE 2017 Finalist?
- b. When and where will the final round of the competition be held?
- c. Do I have to travel to MIT for the final round?
- d. My plans have changed and I am no longer able to attend the event in person. What should I do?
- e. Do I have to attend the Awards Ceremony to receive my prize?
- f. If I win an award, when will I receive my cash prize?
- g. I have other commitments and cannot stay for all three days. Can I still participate in the final round?
- h. I submitted a team project but only one of us can attend. Will our project still qualify for the final round?
- i. When should I arrive on campus?
- j. Where is MIT's campus located?
- k. What should I do as soon as I get to campus?
- l. What type of poster board should I bring?
- m. Can I send my poster board to MIT INSPIRE before the competition?
- n. Can somebody else set up my display?
- o. What should I pack for my trip to MIT?
- p. Can my mentor or a family member accompany me to MIT?
- q. Where do I stay? Does MIT provide housing for my visit?
- r. Will I have to find my own meals?
- s. What is expected at judging?
- t. Can I play my instrument/video during judging?
- u. What can I do while I am waiting for judges to come by?
- v. What special events can I participate in?
- w. Are there special events for mentors?
- x. What activities are open to accompanying adults?
- y. What should I do in case of an emergency during the event?
- z. How can I contact MIT INSPIRE?

## **a. What does it mean to be an INSPIRE 2017 Finalist?**

Since you are an INSPIRE 2017 Finalist, your research has been recognized by experts in your field as worthy of the next round of the competition. Being a Finalist does not automatically guarantee you an award.

## **b. When and where will the final round of the competition be held?**

The final round of the INSPIRE competition will be held on MIT's campus in Cambridge, MA, from April 10-12, 2017. Registration will begin at 12:00 PM on April 10<sup>th</sup> in Walker Memorial Morss Hall (50-140), and the Award Ceremony will begin at 10:00 AM on April 12<sup>th</sup> in Kresge Auditorium (W16-109).

**c. Do I have to travel to MIT for the Final round?**

Yes, you must be present at the final round of judging on MIT's campus to be eligible to compete for prizes. See "Review of Eligibility" section of this Handbook for more details.

**d. My plans have changed and I am no longer able to attend the event in person. What should I do?**

You must notify us as soon as you know you are unable to attend so that we can offer your spot to a project on the Alternate list. Please send an email to [inspire-communications@mit.edu](mailto:inspire-communications@mit.edu) with the subject line "Unable to Participate in the Final Round" and provide in the email body, your name, project ID, partner's name (for team projects), project title, and reason for not attending.

**e. Do I have to attend the Awards Ceremony to receive my prize?**

Yes. Trophies, certificates, and ribbons will be distributed during the Awards Ceremony. The INSPIRE Team is unable to mail these materials afterwards, so you will not be able to receive them if you win an award, but are not present at the ceremony.

**f. If I win an award, when will I receive my cash prize?**

In the weeks following the final round, the INSPIRE Team will email instructions to winners regarding prize disbursement. Winners will have to complete additional paperwork provided by the INSPIRE Team. Once the paperwork is processed over the following weeks, a check will be sent via mail. You will be responsible for filling up and submitting the paperwork promptly. MIT INSPIRE is not responsible for any unclaimed awards.

**g. I have other commitments and cannot stay for all three days. Can I still participate in the final round?**

The INSPIRE Team highly encourages Finalists to stay for all three days to maximize chances of winning and receiving prizes. To compete for the INSPIRE Lincoln Community Choice Award, you must register during the registration period and participate in Public Viewing on April 10<sup>th</sup>. Your attendance during the judging sessions on April 11<sup>th</sup> is required to be considered for any of the competition prizes. For winners to receive prizes, winners must attend the Awards Ceremony on April 12<sup>th</sup>.

**h. I submitted a team project but only one of us can attend. Will our project still qualify for the final round?**

No. Both team members must be present for the final round of the competition for your project to be eligible to compete for prizes.

**i. When should I arrive on campus?**

You should arrive by April 10<sup>th</sup> and register between 12:00 PM and 1:30 PM.

**j. Where is MIT's campus located?**

The Massachusetts Institute of Technology is located at 77 Massachusetts Avenue, Cambridge, MA 02139. A campus map is included in this handbook.

**k. What should I do as soon as I get to campus?**

Once you arrive on campus, you should come to Walker Memorial Morss Hall (50-140) to check in between 12:00 PM and 1:30 PM. You can use MIT's online interactive map, at <http://whereis.mit.edu>, or refer to the campus map in this handbook to find the location. You will be provided with more information on the schedule, events, and logistics when you arrive.

**l. What type of poster board should I bring?**

We recommend that you bring a tri-fold display board. However, if you are unable to bring a tri-fold board in your luggage, a roll-up poster is also acceptable, but note that we are able to provide only a limited number of display stands. If you plan to bring a roll-up poster, please let us know that you need a poster stand when filling out your Finalist Registration Form.

**m. Can I send my poster board to MIT INSPIRE before the competition?**

The INSPIRE Team is not able to accommodate requests to ship or mail poster boards to the MIT INSPIRE in advance. You are responsible for your own arrangements regarding poster transportation and set up.

**n. Can somebody else set up my display?**

You must be there in person during display set-up and tear-down. If you have any extenuating circumstances preventing you from setting up your display, please contact us at [inspire-communications@mit.edu](mailto:inspire-communications@mit.edu) with the subject line "Poster Set Up", and include your project ID and set-up details in the email.

**o. What should I pack for my trip to MIT?**

Please see the "Suggestions on What to Bring" section of the Finalist Handbook.

**p. Can my mentor or a family member accompany me to MIT?**

Yes – we welcome them. If you are matched to an MIT host, please note that your parent or mentor must arrange his or her own accommodations.

**q. Where do I stay? Does MIT provide housing for my visit?**

MIT INSPIRE is able to offer on-campus housing for a limited number of Finalists, on a first-come, first-served basis. If you would like to be housed on campus, please fill out the Request Housing Accommodation Form in a timely manner. A limited number of Finalists will be matched to a student host for the duration of the competition. The INSPIRE Team cannot guarantee accommodations, but we will do our best.

**r. Will I have to find my own meals?**

You will be responsible for dinner on April 10<sup>th</sup> as well as breakfast on April 12<sup>th</sup>. We will be providing breakfast, lunch, and dinner for you on April 11<sup>th</sup>. We recommend that you also bring snacks for judging day. We will do our best to accommodate dietary preferences indicated on the Finalist Registration Form, but if you have specific dietary restrictions, please arrange for back-up options (see [dining.mit.edu](http://dining.mit.edu)).

**s. What is expected at judging?**

Please see the “What to Expect During Judging” and “Tips for Judging” sections of the Finalist Handbook.

**t. Can I play my instrument/video during judging?**

Playing your instrument or video to supplement your poster presentation is acceptable, but all Finalists will be in a single room, so it may be difficult for your audience to hear your presentation and your performance may affect nearby presenters. Please record your performance if possible so you can play it during your presentation with volume control and please be considerate of your peers around you.

**u. What can I do while I am waiting for judges to come by?**

You may have a lot of down time on judging day. Bring homework to do or a book to read between judging sessions, or get to know the other Finalists around you! You are expected to keep the volume down so that the judges can give the other Finalists their full attention during interview sessions.

**v. What special events can I participate in?**

We are preparing several exciting events for our Finalists to participate in while you are here, outside of the competition judging times. You will have the opportunity to meet and hear from MIT faculty and experts in the humanities, arts and social sciences, tour the MIT campus, and get to know other Finalists. You will receive more information about activities when you arrive at MIT and complete registration. Parents and mentors can also participate in the Opening and Awards Ceremonies as well as Public Viewing.

**w. Are there special events for mentors?**

Yes. We are planning to hold an INSPIRE Mentor Development Workshop on April 11<sup>th</sup>, simultaneously with the judging sessions. Educators and mentors are welcome to attend, and we encourage Finalists to inform their mentors about the workshop.

**x. What activities are open to accompanying adults?**

The following activities are open to all accompanying adults: Registration, Opening Ceremony, Public Viewing, poster tear-down, dinner on April 11<sup>th</sup>, Awards Ceremony, and MIT tour. Mentors are invited to participate in the INSPIRE Mentor Development Workshop on April 11<sup>th</sup>. Accompanying adults will not be allowed into the judging area during the judging sessions on April 11<sup>th</sup>. Adults accompanying Finalists who are hosted by MIT students must make their own arrangements for overnight stay during the event.

**y. What should I do in case of an emergency during the event?**

Please make note of the following important contacts - we suggest entering them into your phone:

Police, Fire, or Medical Emergencies: (617) 253-1212 or 100 from any campus phone

Night Watch: (617)-253-1500

Dean on Call: Call (617) 253-1212 and ask to speak to the Dean on Call

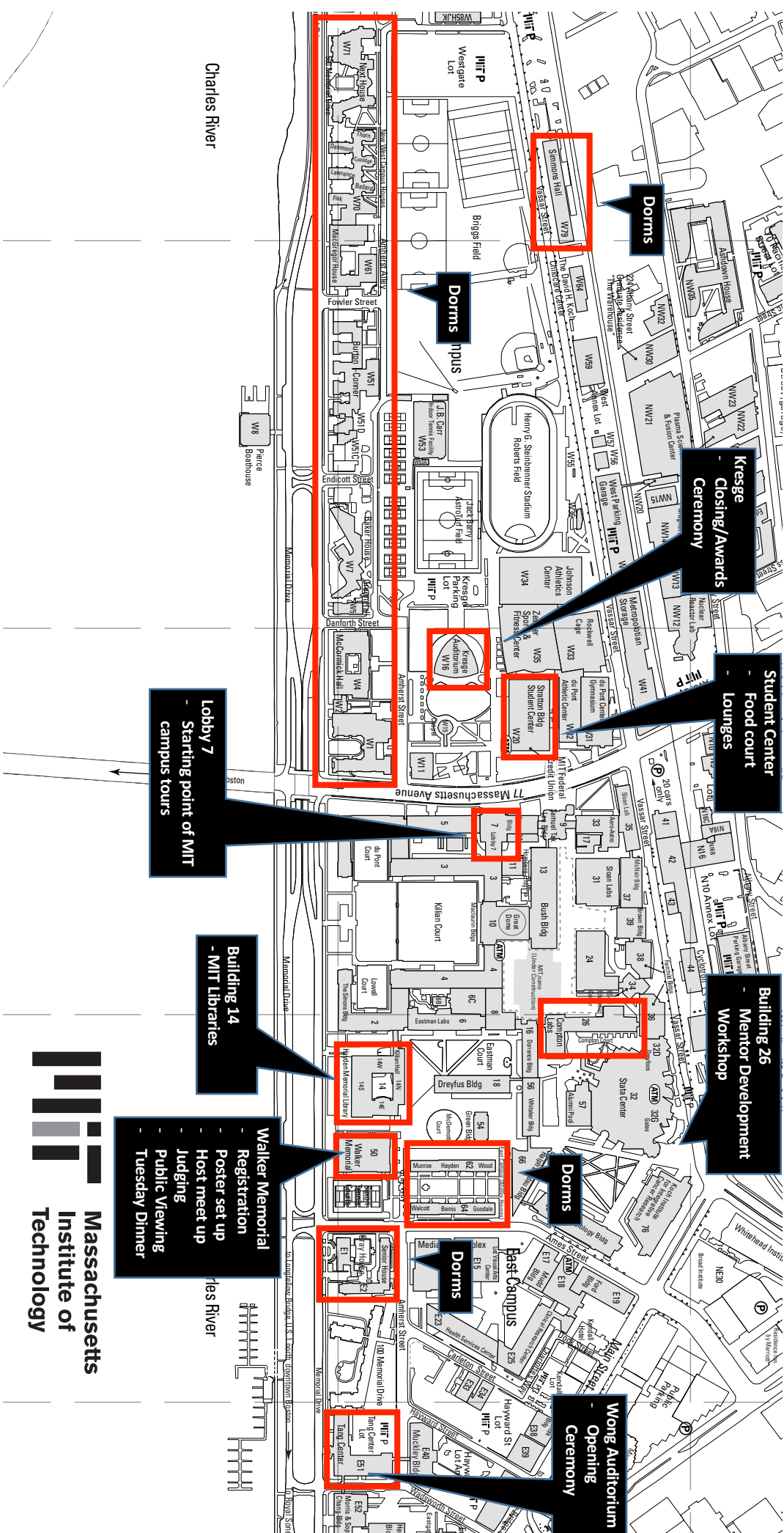
INSPIRE Email: [inspire-communications@mit.edu](mailto:inspire-communications@mit.edu)

Additional INSPIRE Team contact information will be made available when you register.

**z. How can I contact MIT INSPIRE?**

We prefer if you contact us directly via email at [inspire-communications@mit.edu](mailto:inspire-communications@mit.edu). The INSPIRE team is a volunteer group of undergraduate students. Several of us will be in and out of our classes during the day. We appreciate your patience as responses may be slow.

For the latest information and updates, please always be sure to check our website: <http://getinspired.mit.edu>. From time to time, we will be posting updates, changes and notifications on the website and via social media.



**Dorms**

**Kresge Closing/Awards Ceremony**

**Student Center Food court Lounges**

**Building 26 Mentor Development Workshop**

**Dorms**

**Dorms**

**Wong Auditorium Opening Ceremony**

**Dorms**

**Kresge Auditorium**

**Student Bldg Student Center**

**Lobby 7**  
- Starting point of MIT campus tours

**Building 14**  
- MIT Libraries

**Walker Memorial**  
- Registration  
- Poster set up  
- Host meet up  
- Judging  
- Public Viewing  
- Tuesday Dinner

Charles River



**Massachusetts Institute of Technology**