

*Resources for Judging Science & Engineering Fairs*  
*Sample Letters to Professionals Serving as Reviewers*

It's that time of year when [insert name of professional group] sends judges to represent the profession and to encourage the next generation of scientists, engineers, and analysts.

To fit everyone's interests and schedule, the various duties are split into three roles: Logistics, Reviewer, and Judge. See below the details and anticipated level of effort.

**Role: Logistics**

- When: [insert dates for this task]
- Est. time commitment: 1-2 hours
- Where: Your computer
- Tasks: Prepare the scoring sheets in Excel and integrate the scoring sheets with online abstracts, and generally make life easier for the Reviewers.

**Role: Reviewer**

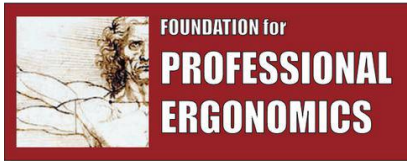
- When: [insert dates for this task]
- Est. time commitment: 2-3 hours
- Where: Your computer
- Tasks: Review assigned abstracts and nominate suitable projects for the Judges. Guidance on review criteria will be provided. This is an important process since the judges can only review a small set of the projects at the fair itself.

**Role: Judge**

- When: [insert date and time for this task]
- Est. time commitment: 3-4 hours
- Where: [insert judging location]
- Tasks: Interview students and materials from nominated projects and select winners that exemplify the principles of the Human Factors & Ergonomics Society.

Note that these roles are not mutually exclusive: you are welcome to volunteer for one or more of these roles. If interested, please notify [insert name] by [insert date]. Additional information can be found at [insert dates for this task]

[insert name of judging coordinator]



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Reviewers,

Thank you for your time and assistance for this review process. Attached are the assigned reviewers to this year's Science Fair. I recommend that you follow the process below.

1. Filter the attached sheet for your name in "Reviewer 1" (Column C).
2. Read the titles and abstracts.
3. Attach notes and ratings relative to our official judging criterion:  
"Originality and scholarship in addressing basic issues or applied problems related to human performance within technological work environments"
4. Repeat Steps 1-3, but for "Reviewer 2" (Column D).
5. Look at the master list of project entries for any ones that seem interesting and relevant to you: feel free to add these to your reviewer load.

Please send me your completed ratings and notes by [insert date and time] so that I can adjudicate the nominations for the judges. If that timeline does not fit your schedule, please let me know.

[insert name of judging coordinator]

P.S. Judges: I have copied you in case you are curious about the projects. No work is required on your part for this phase.