

A message from the WEF Student Design Competition Subcommittee:

We have been in contact with several WEF Member Associations (MAs) regarding the new challenges they face in hosting their MA level Student Design Competition (SDC). As conferences and gatherings continue to be cancelled in response to COVID-19, the WEF SDC Subcommittee would like to provide any assistance we can to help MAs navigate how this impacts their SDC. After brainstorming with a few MA leaders, WEF staff, and SDC Subcommittee members, we would like to offer a few suggestions for your consideration.



With participants:

- Open lines of communication early and often with colleges/universities and student chapters who you expect to participate.
- Understand what videoconferencing software are available and familiar to the students and how that compares to the experience of your judges and MA SDC leadership.
- If students submit design problems that are also a course requirement, e.g. senior design or Capstone, ask their instructors how they will submit their final presentation as this could be an opportunity to not duplicate efforts.

Within your MA:

- Determine how you would prefer to watch the students' presentations, i.e. via web conferencing with real-time screensharing or by watching recorded presentations (similar to recorded webinars) understanding the students will not be together when they present.
 - You might consider Microsoft Teams, Zoom Pro, or Skype for web conferencing or allow the students to record and provide any mp4 file for viewing.
- Key considerations include: number of participating teams, flexibility for judges with work-from-home schedules that may include family commitments, an opportunity for a Q&A session with student teams, and how to prepare for and minimize technical difficulties.
 - For those coordinating competitions, consider a "practice run" to check that everything works as you expect.

At this point, we do not intend to make any changes for the WEF SDC to be held at WEFTEC in New Orleans on October 4, 2020. We expect to keep the schedule as is regarding deadlines for teams to submit materials in May 2020 – please see the next page for reference. However, if this timeline is an issue for your competition, we are happy to work together and adjust as needed. Please let us know if that is the case.

Lastly, if there is anything we can do to help, please let us know!

Sincerely,

E.J. Katsoulas and Bernadette Drouhard, SDC Subcommittee Co-Chairs

TIMELINE OF THE WEF® STUDENT DESIGN COMPETITION:

DATE	ACTION ITEM
May 1, 2020	Teams shall notify the SDC Subcommittee Co-chairs of their intent to participate in the WEF® Student Design Competition. Teams shall indicate whether or not their local MA will be hosting or has hosted an MA level Student Design Competition.
May 29, 2020	Teams shall submit the completed Entry Form to the SDC Subcommittee Co-chairs. See Attachment A for sample entry form, where the formal entry form will be in electronic format and submitted through the WEF portal provided on the WEF® SDC Subcommittee webpage
May 29, 2020	Teams will submit an executive summary or “in-progress” written report for review by the WEF® SDC Subcommittee. In addition, teams shall submit a detailed abstract to serve as a brief summary of the design, not to exceed 200 words. The project name, university name, advisor’s name, and entrants’ names shall also be included with the submission. Refer to Attachment B for details on submission requirements.
Week of June 22, 2020	At least one representative member of each team shall participate in a webinar hosted by the WEF® SDC Subcommittee to review design report submittal requirements, expectations for competition participants, and general competition questions. One team member is required to participate but other team members are permitted as well. Webinar information will be provided to the team via the contact information provided on the official Entry Form.
August 21, 2020	<p>Electronic and hard copies of the design report are required for a complete competition entry. Teams shall submit a package containing one bound, hard copy of the design report. Packages shall be delivered no later than this date and addressed to the following:</p> <p>ATTN: Brad Lovett, SDC 601 Wythe Street Alexandria, VA 22314</p> <p>A single electronic file, as a PDF, of the compiled design report shall be uploaded to a collection site as directed. Uploads shall be completed no later than this date at midnight US Eastern Time.</p>
September 25, 2020	Teams shall submit a copy of the PowerPoint presentation. The PowerPoint file submitted will be the version presented at the Competition. Revisions at the Competition will not be permitted. Uploads shall be completed no later than this date at midnight US Eastern Time.
October 4, 2020	WEFTEC STUDENT DESIGN COMPETITION in New Orleans, LA