To Capstone Design Expo Student participants:

We are excited for the upcoming Capstone Design Expo, and hope you and your team are, too! Here are some do’s, don’ts and expectations for the expo.

Parking

- NO parking at the McCamish Pavilion. Repeat…NO parking at the pavilion. You will be able to drop off your project and will then need to remove your vehicle from the area and parking lot. This means remove it from the entire parking lot. Team participant cars parked in the pavilion parking lot will be towed.
- Parking information for guests and judges can be found at http://capstone.gatech.edu/expo/parking-information/. Again, NO students will be allowed to park at McCamish Pavilion.

Check-In

Check-in will be in the upper area above the concession stand. You can access the area via stairs before you reach the concession area. You may login to the Expo website to check your check-in time and assigned table number. The team layout will be posted here allowing you to see where on the concourse, tent or the court your team will be setting up. No changes will be made at this point.

- T-shirts and food vouchers will be distributed at the time of check-in.
- Only one team member needs to check-in your team and pick up t-shirts and food vouchers.
- Team check-in closes at 4:00pm.

Tables, Power, Posters

- Power will be provided ONLY to those teams that requested it when you registered your team. Review your registered needs in the attached. Don’t expect changes to be accepted at this point or the day of the Expo.
- Please note that if your table is placed outside, then it will be located in the tent.
- All teams will receive a table (dimensions: 6 feet x 30 inches).
- If you have issues with setup at the pavilion or need assistance, a troubleshoot email has been created for the day of the event. Email gt-expo@gatech.edu with your issue. Include your team name and table number with your issue.
- Easels will only be provided to teams that registered for a Poster Only project; If you are including a poster along with your table, floor or vehicle presentation, bring your own easel. We won’t have extras to distribute. Foam core or backer boards will not be provided at the expo.
- Nothing can be taped to the walls of the McCamish Pavilion; table covers/cloths will not be provided.
• Easels for Poster Only teams and all team number banners are the property of GT and are to remain at the pavilion at the close of the expo.

Schedule & Attire

• Teams must be set-up and ready to present by 4:30pm when the doors open to the public.
• Dress appropriately; team uniforms are permitted.
• Judges will judge the teams between 4:30pm and 6:45pm.
• Teams and guests transition to seated section for awards ceremony starting at 7:00pm.
• Awards begin at 7:30pm and conclude at 8:00pm.

Criteria for Judging Teams

• Teams will be judged on the following criteria: creativity, utility, quality of analysis, proof of function and presentation. A detailed rubric is here.

What If We Win?!

• Be prepared! Winning teams will be asked one to two questions regarding their projects during the award ceremony. You will receive information regarding prize money following the ceremony.

Clean-Up

• You must completely remove your project from the Expo venue at the conclusion of the awards ceremony. Nothing can be left inside or left in or around the dumpster outside of the venue. Take it with you!

What do I tell my family & guests?

• To come see you at the Expo!
• Your guests can visit http://expo.gatech.edu/ for event info and expo map.
• Please help spread the word about the Expo. Use #GTExpo on Twitter and Facebook to get visitors excited about your project.
• Official Expo Twitter Account: https://twitter.com/GTCapstone

If you have any questions or need assistance, feel free to let us know. See you at the Expo!