

SUBMITTING YOUR ENTRIES TO THE COLCHESTER ZOO STEM DESIGN CONTEST

You can submit entries using our online form found here:

<https://forms.gle/m2va2mBaRWHRv5mt6>

Please fill in the entire form, including hitting submit on the final page. On the last page of the form is a link to a Dropbox folder to upload your submissions. **No log-in nor account is required.**

STEP 1: FILES FOR SUBMISSION

Up to two files (one PDF, and one video) can be submitted for each group/team of children. Each file should be under 350MB

Submissions will consist of one roughly 2-minute-long video, and one PDF file submitted online. Videos can be voice over only, in person, or recorded narration (e.g. to a ppt of their design). The PDF can contain details of their design, their previous versions, examples of completed worksheets, or any other information which students used, and think should be included with their submission.

Please name each file in the following way

FOR SCHOOLS: School entry - School name – class/teacher name – year/KS - pupil group name
[e.g. School entry - St Marys School – Ms Mclee – year 5 – the Zoo Squad group]

FOR HOME EDUCATORS: Home Ed entry - family name [e.g. Smith Family] – age/age range – entry number*

*If you are entering more than one design from the same family please label them numerically
[e.g. Home Ed entry – Smith Family – 5 years old – entry 1; Home Ed entry – Smith Family – 12 years old - entry 2]

FOR OTHER GROUPS (INCLUDING GUIDES, SCOUTS, ETC.): Group entry – group/unit name – age/age range - children's team name

[e.g. Group entry – 82nd Brownie Unit – 7-10 year olds - Sprit Six group]

FOR ALL ENTRIES, DO NOT INCLUDE NAMES OR IDENTIFYING DETAILS OF CHILD PARTICIPANTS.

STEP 2: SUBMISSION FORM

Fill in the submission form (link above). On the last page of the form is a link to a Dropbox folder to upload your submissions. No log-in or account is required to access this. You can upload all submissions at the same time (e.g. if you have multiple groups/children submitting designs you do not need to fill in the form each time for each group's entry).

ADDITIONAL INFORMATION AND DETAILS

GENERAL GUIDANCE:

- Only teachers/leaders/adults should submit entries
- Do not include the full names or any identifying details of any child participants on the form or any submitted materials (first names only are okay)
- Make sure you are familiar with the contest T&Cs as detailed below
- Entries should be completed by a maximum of 6 children working in a group

MULTIPLE ENTRIES:

- If you have lots of entries, you may like to put all entries in a ZIP file before uploading, but please remember to name the file as above.
- There is no need to complete the submission form for each entry.
- The uploading process may take a while, especially if you are sending large or lots of files. Please don't close your browser window until you are taken to the next screen.

FILE SIZE:

- The maximum file size is 350MB . If you are sending large or many files, make sure they are saved as a ZIP file.
- Please compress or lower resolution of file in order to submit them
- Dropbox has a file limit size, we will automatically clear the drop box folder to ensure space for upload, but if it encounters an error please wait and try uploading again or contact us at education@colchesterzoo.org

VIDEO FILES:

- We request file sizes of less than 350MB. You do not need to have high resolution videos for submission. Please compress files prior to sending.
- Video files can be quite large, so rather than submitting them individually, you are welcome to host them online on a video sharing site (e.g. YouTube, Vimeo). Please paste the link for this video into the submitted PDF, ensuring that it is labelled so we can find it. If you are doing this, please ensure your privacy permissions for the video are set so that we can view it.

TECHNICAL TIPS:

- Use a computer to submit entries rather than a mobile device.
- Please ensure all your files have completely uploaded
- Please ensure you hit submit at the end of the form after uploading your files

USE OF MATERIALS:

By entering this contest, each entrant grants Colchester Zoological Society permission to display and share sections of these entries. This includes, but is not limited to, digital display highlighting all submissions to the contest on site in the giraffe house of the zoo, as well as on social media to showcase winning entries.

No footage or photos showing identifiable children will be used. However, children may appear in this footage and/or photos (e.g. a child's hand pointing out a feature on their model whilst they describe their design). Likewise, schools /groups may be identifiable e.g. via school uniforms, troop patches, etc.

STEM CONTEST TERMS AND CONDITIONS

These rules apply to your participation in Colchester Zoo's STEM Design Contest. By submitting your entry you agree to these rules. If you do not agree, please do not submit your entry. The promoter of this prize draw is Colchester Zoological Society ("we"). The promotion is in no way sponsored, endorsed or administered by, or associated with an external company and any information given is going to Colchester Zoo and not a third party unless otherwise stated.

Entrants: The contest is free to enter and can be entered by any interested participant, excluding Colchester Zoo employees, their immediate family, or any person or company associated with the contest.

How to Enter: Contest entry should follow the given instructions supplied. Late, duplicate, or incomplete entries will not be considered, and we accept no responsibility for lost entries.

Prize Categories: Prizes will be awarded based on judged points across the five prize categories: KS1, KS2, KS3, KS4, and Group Entries (including Home Educators).

Minimum Entries: If any of the above prize categories receives fewer than five entries, a prize will not be awarded for that category, and instead any entries received will be judged on a points bases in the next prize category with submissions still scored points based on the age requirements for their specific submission.

Winning: winners will be chosen by the promoter for each category based on all qualifying entries received across the prize categories. Judging will be based on the 'Enclosure Design Evaluation Rubric – Final Design' as provided in the STEM Design Challenge Information Pack. Submissions with the highest points score will win their category. In the event of a tie, a draw between tied submissions will be held.

The results of judging are final, and no discussion will be entered into concerning the outcome. The competition closes on the date specified (28th June). Entries received after this date will not be considered. The winners will be selected by the 15th July. They be notified via the email address provided when entering the contest, and arrange for prize collection/postage. If we/the promoter is unable to make contact or you do not respond to us, we reserve the right to offer the prize to another selected entrant.

Prize: No alternative prize to the one stated will be given and cannot be exchanged for an alternative prize or monetary value.

The prize is non-transferable and there are no cash alternatives. Colchester Zoological Society reserves the right to substitute a prize of equal or greater value at any time.

Colchester Zoo Ticket prizes:

- Tickets have no monetary value and may not be resold.
- Tickets may not be used on event days unless otherwise stated.
- We reserve the right to request ID.
- Tickets are not valid in conjunction with any other offer.
- Tickets cannot be extended under any circumstances and are only valid on or up until the date stated on the competition.
- Tickets will be invalidated if it transpires, they have been purchased by a third party.
- Tickets are non-transferable and non-refundable.

We reserve the right to amend these terms and conditions or to cancel, alter or amend the prize due to any circumstances that arise beyond our control.

The prize draw is subject to the laws of England and Wales.