



## CWSF Responsibilities - Delegate

### 1 Preparation for CWSF

- 1.1 Delegates should meet with parents and finalists prior to the CWSF, either in person or virtually, to get to know each other, distribute CWSF information from YSC, and review expectations and responsibilities included in the CWSF Finalist and Delegate Guides. All dates and deadlines must be communicated, and finalists should be told what to expect at the CWSF as well as for travel to and from the event. For many finalists, it will be their first time travelling without parents, so it is important to provide clear instructions on travel identification requirements, packing limits, where the group will meet in the airport, how to go through security, etc.
- 1.2 Delegates should review the digital version, posters and display materials of all projects for academic integrity, ethics and safety. If there is doubt about a project or display item, the National Ethics and Safety Committee may be consulted. Projects that fail to qualify due to academic integrity, ethics or safety issues will not be displayed at the CWSF.
- 1.3 Delegates should encourage and assist finalists in self-nominating for Special Awards as part of registration. All finalists may select up to three awards that apply to their project. Nominations will be screened for award eligibility prior to the CWSF; please ensure that projects are clearly eligible for the awards for which they are nominated.
- 1.4 Delegates must ensure that finalists complete online registration including all required forms and the digital version of their project by the deadlines. All luggage, including project poster tubes, should be labelled with the finalist's name and contact information (email address and phone number) to aid their return if lost or delayed during travel.
- 1.5 Delegates are expected to bring a mobile phone, download the CWSF mobile event app and encourage their finalists to do the same. The app will be the primary source of information, schedules, maps, live updates, and notifications during the event. Delegates must ensure that finalists without a digital device are informed promptly about program changes and notifications.

### 2 Supervision

- 2.1 Delegates are responsible for the well-being of their finalists. By law, a teacher or supervisor's responsibility toward youth in his/her charge is that of a prudent parent. Delegates must be diligent, exercise due care appropriate to the age/maturity of their finalists, and always be accessible to their finalists. Effective delegates balance their supervisory role with their role as facilitator, encouraging their finalists to maximize their CWSF experience by interacting independently with others and fully participating in the program.
- 2.2 Delegates must ensure that their finalists can contact them during the event, including during travel. This could include giving finalists a cell phone number to contact, creating a group chat, etc. Finalists without a digital device require special consideration.

2.3 Delegates are responsible for the behaviour of their finalists and are also expected to help with general supervision of all finalists. If problems arise, CWSF Team UV members or YSC staff should be contacted for assistance.

2.4 Delegates or a designated adult supervisor must accompany their finalists during all programming except activities designated as separate for finalists and delegates.

### **3 Participation**

3.1 Delegates are expected to participate in all aspects of CWSF including delegate-specific programming.

### **4 Departure**

4.1 Finalists must remove all materials and adhesives from their display unit after the close of school/public visits on Friday and by the designated time. Delegates should support this process and ensure their finalists' display units are clean and clear.

4.2 Delegates must ensure that their finalists are packed and ready to depart well in advance of their scheduled departure time. Airport shuttles and surface travel coaches are on strict schedules and will not wait for late passengers.

4.3 Finalists must be accompanied back to their departure location and supervised until the finalist is returned to the supervision of their parent/guardian.

4.4 Delegates are expected to report back to their Regional STEM Fair committees. Delegates are encouraged to share new ideas, best practices, or information gathered during their CWSF experience.

### **5 Miscellaneous**

5.1 Delegates may not operate a hospitality room or sell articles at the CWSF.