

Judging Schedule

As a judge you will evaluate entries against a set of criteria and then meet with your judging partner to determine the entry's award, if any. You will be asked to judge three or four entries. Plan to spend two to five hours on each entry, depending on the entry's size and complexity.

The following schedule is designed to give you time to carefully evaluate and comment on each entry. You can work on your own and also participate in the community event at the University of Washington Seattle campus.

Please review the schedule and mark your calendar. If you have any questions, contact a competition manager.

Tech Pubs Entries: Elise Morrison, elise.morrison@microsoft.com, 425-705-9538

Online Entries: Mary Ann Bartholomew, maryann.bartholomew@tylertech.com, 206-910-4999

Event	Dates	Notes
1. Complete the Judge's Application. http://www.stc-psc.org/competition/judging.php	Now-October 2, 2009	
2. Complete all training online.	September 14-October 15, 2009	Available after September 14
3. Attend the 'kickoff' meeting for judges. Pick up and review the entries that you will judge: <ul style="list-style-type: none"> • Do you have a conflict of interest on any entry assigned to you? For example, do you know your person submitting the entry? If so, notify the competition manager to exchange the entry. • Does your packet include the name and contact information for your judging partner? • Do you understand the instructions on how to open the entry if the entry is online? Competition managers will be available to answer questions.	Thursday, October 15, 2009 5:00-7:00pm Optional in-person training for judges: Online judges: 5:30pm Tech Pubs judges: 6pm	Location: Tyler Technologies 1100 Oakesdale Ave SW Renton, WA 98055 There is free parking at the location. Enter on the south side of the building, not the main entrance. For more information, contact Mary Ann Bartholomew, 206-910-4999
4. Perform your initial review of your entries. <ul style="list-style-type: none"> • Download judging forms for the entry category: http://www.stc-psc.org/competition/online.php http://www.stc-psc.org/competition/techpubs.php http://www.stc-psc.org/competition/art.php Click the Category title to open the form. • Set your schedule for judging the entries. • Contact your partner and set up a meeting for consensus judging. 	Suggested deadline: October 20, 2009	Suggestion: Perform your initial review immediately after you receive your entries.

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5. Evaluate entries and form your opinion for an award. Download the Awards Summary from http://www.stc-psc.org/competition/judging.php	Before Saturday, November 7, 2009	Suggestion: Finish your evaluations as much as possible before 'Wrap Up Day.'
6. Attend 'Wrap-Up Day' at the University of Washington. This is optional and provided for your convenience. <ul style="list-style-type: none"> • Use the computer lab to work on online entries. • Get answers to any questions you may have (competition managers will be available to answer questions). • Meet with your judging partner to discuss the entries and reach consensus on awards. NOTE: Do not write the awards on the evaluation forms. Submit the awards for each entry on the Awards Summary form.	Saturday, November 7, 2009 8:00am-3:00pm	University of Washington, Seattle campus Sieg Hall Someone will be at the door to let you in between 8:00-9:00am. Breakfast and lunch will be provided. Finish no later than 3:00pm. Cell phone reception in the building is unpredictable, but if needed you can try to contact Mary Ann Bartholomew at 206-910-4999.
7. Determine awards. <ul style="list-style-type: none"> • Meet with your judging partner to reach consensus on awards. If you cannot reach consensus, contact your competition manager for instruction. • Complete the Awards Summary form. Write the award status only on this form. Do not write it on the evaluation form. 	Before Saturday, November 14, 2009	The joint Awards Summary form and your evaluation forms must be turned in to the competition manager by November 14.
8. Submit the following forms to the competition manager. <ul style="list-style-type: none"> • Evaluation forms for each entry you judged. • One Awards Summary form, completed jointly by you and your judging partner. You can attach the forms to email to submit them. Tech Pubs: Send to elise.morrison@microsoft.com Online: Send to maryann.bartholomew@tylertech.com IMPORTANT: Please wait for a confirmation that the files are received before you delete them from your media.	Before Saturday, November 14, 2009	