

GUIDELINES FOR SUBMITTING YOUR STUDENT ENTRY TO THE 3RD COLLEGIATE STUDENT SAFETY TECHNOLOGY DESIGN COMPETITION (SSTDC)



Introduction

Thank you for your interest in the 3RD Collegiate Student Safety Technology Design Competition (SSTDC). This ESV link <http://www-esv.nhtsa.dot.gov> will direct you to the ESV website where we have provided you with important information on this competition.

The Call for Entries for the SSTDC is now open. Final judging for first-place winner and runner-up selection and recognition will be held during the 21st Enhanced Safety of Vehicles (ESV) Conference in Stuttgart, Germany on June 15-18, 2009.

To help you navigate the website and to successfully upload your entry to this competition, we have provided some specific guidelines for you.

Before you begin

Team Responsibility

One person in each team should be assigned as the team leader who has the primary responsibility of maintaining the information relating to the entry. The team leader will be the point of contact for their Regional Competition Coordinator (RCC) for this competition. The team leader will also be responsible for any updates to the entry and/or contact information for team members as well as for their faculty advisor for this competition. Please note that updates to the entries can be made up until the deadline for entry submissions. Refer to the “judging criteria” using the steps in number (1) below for important dates and information on the competition.

1. When you access the ESV website <http://www-esv.nhtsa.dot.gov>
 - Click on the "Collegiate Student Safety Technology Design Competition" (SSTDC) link
 - From the main page of the student competition do the following:

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- Make sure you carefully read the “2009 Entry Submission Guidelines” as well as the “Judging Criteria”
- When you are ready to submit your abstract
 - Click on "Call for Student Abstract and Registration" to begin

2. On the 21st ESV Student Safety Technology Design Competition screen

- Click on “submit your abstract”
- Fill out the “Abstract Submission Form” completely and accurately
- Note that items marked with an asterisk (*) are required fields
- If you miss a required field, you will be prompted to enter that information before you can proceed to the next screen

REMEMBER YOU CAN SUBMIT AN ABSTRACT ONLY TO YOUR REGION!

- Make the proper selection for “Region” and “Competition Category” from the drop-down lists
- For team name/university, enter your university name
- Enter faculty advisor’s name with complete contact information
- Enter student team leader’s name with complete contact information including phone number
- For student classification enter your current status as either “graduate student” or “undergraduate student”
- Make sure you list all the team members’ names and their email addresses
- Remember maximum allowed is 300 words for your abstract. To check your word limit - open your word document, go to “tools” in your menu bar and click on “word count”
- Finally, in the text box at the bottom of the page, cut and paste your 300 word abstract

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REMEMBER: You can only submit one entry form per team. **Multiple entries under different competition categories from the same team will not be accepted.**

- When you have completed the “Abstract Submission Form” click “SUBMIT” to submit your entry to the competition.
 - On the “Select e-mail client” screen complete the following:
 - Make sure “Desktop Email Application” is checked
 - Click OK
 - On the screen “Send Data File,” click “Send Data File”
 - Your e-mail dialog box will appear (make sure you have internet connection on your computer)
 - Make sure the e-mail is addressed to: marion.faya@dot.gov
 - Click “Send” to send your e-mail
 - From the “e-mail confirmation” screen, print your completed form for your records then click “close”
 - Manually EXIT the application using file → exit from your menu bar
3. When entry submission is completed, **an email confirmation** will be sent from the 21st ESV SSTDC Organizers within one (1) business day to both the team leader and the faculty advisor
4. Remember to **print your confirmation email** when you receive it. This confirmation will provide you with your unique submission ID, which you will need for future communication regarding your entry.

5. **Making changes after entry submission**

If you need to make changes to your “Abstract Submission” form before the abstract submission deadline, please read the instructions below.

To make changes to contact information for team members and/or faculty advisor, abstract or project title

- ❖ Make a complete list of all the needed changes

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- ❖ Create a word document with all the requested changes
- ❖ Include your unique submission ID from your initial confirmation email, the student team leader's name and the faculty advisor's name
- ❖ Send your changes to marion.faya@dot.gov

Contact Information

For competition questions, issues or concerns

Contact your Regional Competition Coordinator (RCC) using the list below:

Asia-Pacific, Region 1	Europe, Region 2	North America, Region 3
<p>Coordinator for Australia Manny Stamatopoulos Executive Director Society of Automotive Engineers, Australasia Suite 3, 21 Vale Street, North Melbourne, VIC, 3051. Tel +613 9326 7166 Mob 040 326 7166 Fax +613 9326 7244 Website: www.sae-a.com.au</p> <p>Coordinator for Japan Kazuro Iwata Society of Automotive</p>	<p>Coordinator for Europe Dominique Cesari INRETS European Enhanced Vehicle-Safety Committee 24 Avenue Francois Mitterand Bron Cedex, F-69675 France Phone: 33-1-4721-42570 Email: Dominique.cesari@inrets.fr</p>	<p>Coordinator for the United States Arthur Carter U.S. Department of Transportation National Highway Traffic Safety Administration Office of Vehicle Safety Research 1200 New Jersey Avenue, S.E. W46-316 Washington, DC 20590 (O) 202-366-9836 Arthur.Carter@dot.gov</p> <p>Coordinator for Canada Suzanne Tylko 330 Vue Sparks, 8th etage Ottawa, Ontario</p>

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Asia-Pacific, Region1	Europe, Region2	North America, Region 3
<p>Engineering of Japan, Inc. (JSAE) Group Leader: Professional Development & Publishing Group 10-2 Gobancho Chiyudaku Tokyo 102-0076, Japan Email: iwata- sstdc@jsae.or.jp</p> <p>Coordinator for Republic of Korea Younghan Youn, Ph.D Professor School of Mechatronics Engineering Korea University of Technology and Education 307 Gajun-ri, Byungchun-myun Cheonan, Chungnam, Korea, 330-708 Tel) +82-(0)41-560- 1136 Fax) +82-(0)-41-560- 1253</p>		<p>Canada, KIA ON5 Phone: 613-998-1951 Email: Tylkos@tc.gc.ca</p>

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Asia-Pacific, Region1	Europe, Region2	North America, Region 3
Mobile) +82-(0)16-428-4410 Email: yhyoun@kut.ac.kr		

For Technical and Conference related issues

Donna E. Gilmore
 ESV Technical Coordinator
 U.S. Department of Transportation
 National Highway Traffic Safety Administration
 Office of Vehicle Safety Research
 1200 New Jersey Avenue, S.E.
 W46-316
 Washington, DC 20590
 (O) 202-366-9836
Donna.Gilmore@dot.gov

For submission-related problems

If you experience any difficulty using the Web site to submit your abstract please send an email to marion.faya@dot.gov stating the specific problem or call the ESV Technical Coordinator listed above.

To check your entry status

Email your RCC after the posted deadline. Go to the ESV webpage <http://www-esv.nhtsa.dot.gov> Click on the student competition link. Go to the main competition page. Scroll down and click on “Judging Criteria” for information on deadlines.