



**Department of
Mechanical Engineering**
UNIVERSITY OF WISCONSIN-MADISON

Showcasing Student Innovation in Mechanical Engineering

To highlight the creativity, dedication, and technical excellence of Mechanical Engineering/Engineering Mechanics student organizations, the Department of Mechanical Engineering is establishing the following guidelines for competition team displays in the ME Building atrium.

Student organizations wishing to display a design competition project are responsible for:

- **Coordinating with the Academic Program Specialist**

Work with the Department of Mechanical Engineering's Academic Program Specialist to plan the display, determine placement, and complete all required procedures. The size of the display cannot exceed 5' by 10' of floor space.

- **Preparing the vehicle/robot/object for public display**

This includes cleaning and removing any items that could pose safety, cleanliness, or aesthetic concerns (e.g., leaking fluids, sharp edges, loose components, personal items, or sponsor materials not approved for display).

- The display should be reviewed by the [CoE Safety Director](#) and CoE Facilities to verify all safety concerns have been addressed.

- **Monthly Cleaning**

Student orgs will be required to inspect their display for damage and/or safety concerns and clean it the first week of every month.

- If damage is found during the monthly cleaning, student orgs have 7-days to make repairs. If repairs can't be made in this timeframe, student orgs should work with the Academic Program Specialist to determine if the full display needs to be removed. Repairs should not affect the overall look of the display.

- **Creating supporting display materials**

Student orgs must provide any necessary stands, props, or display elements. All associated costs must be covered by the organization.

- Clear, professional signage must be included to explain the purpose, design, and significance of the vehicle.
- Display signage should not exceed 24" x 30".

- **Removing the display on time**

Displays are allowed for a minimum duration of **one year**. It is the responsibility of the student organization to remove the vehicle/robot/object by the designated removal date. The Academic Program Specialist will communicate the removal date. If no other student orgs have petitioned for display rights for the upcoming year, the Academic Program Specialist will offer an extended display period to the current student org.

- **Frequency of Display**

It is the intent of the Mechanical Engineering Department to offer display opportunities to all the competition student orgs. Smaller displays may be offered on the second floor of ME while large displays will be in the lobby. The display opportunities will be on a rotating basis (i.e. if there are 4 teams with vehicles, then each team will display their vehicle every fourth year).