2025 PRE-CONTEST CHECKLIST AND DEADLINES

DATE	ACTION ITEM	DETAILS
Any time	Reserve your spot	Email us to let us know which task you are planning to work on. We will keep you posted on breaking news.
10/15/24 thru 12/31/24	Early Bird Registration	• Register on WERC Team site (wercteams.nmsu.edu) • $100 discount/team for Early Bird Registration
Upon Registration	Team Photos	• Upload a Traditional & a Fun photo after registering.
Fall Semester	Research, design, order materials, outline report.	• Prior to the contest, follow your institution's safety protocols for laboratory work. • Begin to look for auditors
01/15/24 thru 02/20/25	Complete On-Demand courses	Team Leader: Email us for the course link(s). ○ *Developing an ESP*. Required of all team members. ○ *Hydrogen Safety*. Required of Task 2 participants only. All WERC teams are welcome.
01/01/25 thru 02/05/25	Regular Registration	• Register on WERC Team site (wercteams.nmsu.edu) • Regular registration fee
Feb. 17 – 26, 2025	Submit ESP	Required of all teams. Email to Safety Officer (See ESP course).
02/06/25 thru 03/08/25	Late Registration	• Register on WERC Team site (wercteams.nmsu.edu) • Regular registration rate + $100 late fee
March 10, 2025	Request Audits no later than this date.	Send draft report to three separate auditors (economics, legal, and health & safety). Correct report as needed.
March 17, 2025	Check computer connections	Order connectors if needed.
March 24, 2025	Submit Equipment Transportation Form (optional)	Submit form 10 working days before contest if shipping items to Las Cruces.
March 31, 2025	Submit Tech Report	Submit through Team site
April 4, 2025	Flash Talk slides due	Submit through Team site
April 6 – 9, 2025	Bring to the contest:	Oral presentation, poster, bench-scale apparatus.
April 6, 2025	Contest:	Check in, Flash Pitch, Banquet
April 7, 2025	Contest:	Oral presentations, Lunch, Poster Session
April 8, 2025	Contest:	Bench-scale demonstrations, Lunch, Game night
April 9, 2025	Contest:	Morning: Free time for teams while judges deliberate. Evening: Awards banquet