

Taking the Road Less Traveled: A Career Conference for Girls

IMPORTANT CONFERENCE INFORMATION

Purpose: Sponsored by the Program for Women in Science and Engineering at Iowa State University, the purpose of this day long conference is to expose young women to careers in science, technology, engineering and math-related areas.

Location: The conference is held at the Memorial Union on the campus of Iowa State University in Ames, Iowa.

Spring 2009 Conference Dates and Age Groups:
April 9th (High School=Grades 9-12); **April 16th** (Middle School=Grades 6-9); **April 23rd** (Middle School=Grades 6-9).

Conference Format: The conference is designed to offer a conference experience in which individual participants are moving from session to session. School/community groups do not move from session to session as groups. All sessions are supervised by presenters, ISU staff and ISU student volunteers; however, participants do move from session to session within the Memorial Union on their own. Volunteers are present between sessions to insure smooth transitions and provide help when needed. ISU escorts are provided for sessions that leave the Memorial Union. Session(s) that require participants to be transported by ISU vans are designated with "Van Transport" in the title; if you do not wish to be transported by van, you should cross out those sessions on your registration form.

Cost: All registrants (students and adults) pay an \$18 fee to cover the cost of lunch and some minimal conference expenses. The cost of running the conference is supplemented by donations from individuals and industry. Registrations may be paid by company, school or personal check; or school purchase order. (No credit cards or cash, please.) **We are unable to issue refunds due to facility obligations; we can,**

however, transfer the fee to a substitute attendee if given adequate notice.

Need Based Scholarships: Limited funding is available for students who qualify for free/reduced school lunch. Please see our website for details and forms.
www.pwse.iastate.edu/outreach/trlt.html

Supervision during the Conference: The staff and volunteers of the Program for Women in Science and Engineering are present to help the conference run smoothly. See "Conference Format" above for additional information. It is the responsibility of Group Coordinators to provide extra supervision/guidance for students who need it. Please plan your adult to student ratio accordingly; we recommend at least one adult for every ten student participants. Independent Participants, those coming without an adult, please see "Independent Participants."

Group Coordinators: Most participants attending the conference attend as part of a large or small group, with accompanying adult(s). An adult Group Coordinator must be indicated on the registration forms. This person serves as the communication coordinator for the community/school group, will receive confirmation e-mails, checks the group in on conference day, and acts as the emergency contact on conference day. We recommend that the Group Coordinator have all of her/his group's participants check in with him/her at lunchtime on conference day. It is also important that this person be responsible for making arrangements with the school/community group's administration and ascertaining that field trip guidelines are being met. Please thoroughly read through all conference materials, including the "Suggestions for Group Coordinators".

Independent Participants: Parents/guardians who choose to send a student without a supervising adult need to provide daytime

contact information for emergencies and signature on the registration form. Please contact PWSE staff at (515) 294-5883 no later than 9AM on the day of a conference if an Independent Participant will not attend. The parent/guardian of an Independent Participant who does not check-in by 9:30AM on conference day will be called. Independent Participants will be required to check-in with Program for Women in Science and Engineering Staff in the Oak Room of the Memorial Union at lunchtime and before leaving; the parent/guardian of an Independent Participant who fails to check-in with PWSE staff for more than one of the required check-in times will be called at the end of the day.

Emergency Phone Calls on Conference Day: On the day of the conference, emergency phone calls for conference attendees and conference organizers can be directed to the Memorial Union, (515) 296-6848.

Conference Check In: Check in will begin at 8:15AM in the West Lounge of the Memorial Union. The Group Coordinator for each group will receive an envelope containing the following: a listing of her/his students and their assigned sessions; nametags for each participant that list the participant's name, assigned sessions, school/organization and Group Coordinator's name. Independent Participants will be required to sign-in and will be given instructions for additional required check-in times.

Directions to Campus/Parking/Drop-Off: Traveling on Interstate 35, exit onto Highway 30 (Exit 111) west. Proceed west on Highway 30 to University Blvd (Exit 146). Turn right (north) at the University Blvd exit and follow University Blvd past the Iowa State Center (Reiman Gardens, football stadium, Hilton Coliseum, etc.) until you reach the fourth stoplight, Lincoln Way. Turn left (west) onto Lincoln Way and proceed west for about three blocks. On your right, across the street from Lake Laverne, is the Memorial Union. Just after you pass Ash Avenue, you will see the Memorial Union Drive Parking Ramp. **Cars:** Turn right and use the parking ramp which is part of the Memorial Union; parking rates are posted at the entrance but will not exceed \$6 for a full day. **Busses:** Turn right onto Morrill

and drop off near the west entrance. After you have dropped off, continue to Union Drive and turn left. Then turn left on Welch Ave which takes you back to Lincoln Way for your return to parking. Busses may park at Iowa State Center, south of Center Street. For pick-up, please continue to circle the lake until your group is ready to load in the same location. **Busses may only be parked for the purposes of loading and unloading.**

Registration Deadlines/Confirmation: Registrations need to be postmarked two weeks before the chosen conference; conferences do sometimes fill before the postmark deadline. The address is included on the form. In fairness to all potential participants, we cannot accept faxed registrations. The Group Coordinator will receive one confirmation, via email, for the group. Please ensure that your email information is accurate and legible. Independent Participants will receive their own email confirmation. Registrants who do not provide an email address may not receive a confirmation. If you have not heard from us by the Monday before your conference, please call.

Weather: Please come prepared for inclement weather. Tours are walking tours, so you may want an umbrella or other appropriate outerwear.

Special Accommodations: If you need accommodations, contact us via email with the details of your needs at trlt@iastate.edu no later than two weeks before the conference.

Media Release: Group photos may be taken during the event for use in PWSE publications and news releases. No individuals will be identified by name or school without parental permission.

Conference T-Shirts: Conference t-shirts (adult sizes small, medium, large and extra large) will be available for purchase on conference day. All t-shirts are \$15. Purchase may be made with cash or check on conference day. Checks can be made to Iowa State University.

Pre-/Post-Conference Activities for Teachers and Connecting with an ISU Student on Conference Day:

On our website we have listed some potential pre- and/or post-conference educational activities for the participants. These are optional activities to extend the conference learning. We also have outlined a process by which you can request to connect with an ISU student from your community. See www.pwse.iastate.edu for more information.

CONFERENCE DAY RULES & EXPECTATIONS

Session Assignments: All participants (adults and students) need to attend their assigned sessions. This is very important for the conference to run smoothly and for you to be located should an emergency arise. Please be respectful of session presenters and other participants.

Nametags: Nametags are to be immediately visible to conference staff, volunteers and presenters. This aids in guiding participants to assigned sessions and in identifying conference participants.

Electronic Devices: If you must carry an electronic device (cell phone/pager/music), please be sure that the sound is turned off during all conference events. Group Coordinators will want to have cell phones on “vibrate” in case they need to be called.

Disruptive Participants: Participants who are not following conference expectations will be escorted to the Conference Headquarters in the Memorial Union where they will wait until their Group Coordinator can be located or their parent/guardian (Independent Participants) can be contacted.

SUGGESTIONS FOR GROUP COORDINATORS

We believe the following suggestions for Group Coordinators will provide an enhanced

experience for all students attending the conference:

- 1) Thoroughly reading all conference materials ahead of time.
- 2) Making sure students who sign up for the conference understand the purpose of the conference.
- 3) Making sure students who sign up for the conference understand the day requires more individual responsibility and independence than a normal school day; attendance at the conference is a privilege.
- 4) Making sure that all attendees (adults and students) understand ahead of time (before arrival at the conference) that they were placed into sessions based on the receipt of their paid registrations and that they may not be assigned to their top choices. A reminder that the goal of the conference is to explore different possibilities can go a long ways towards a positive day.
- 5) Helping students to understand that the diversity of conference attendees, presenters, and ISU students/staff may be different from what they are used to at their schools. It is important to be respectful of all individuals encountered throughout the day.
- 6) Letting conference organizers know as far ahead as possible if there are changes in their registrant list.
- 7) Requiring your participants to check-in with you at lunchtime on conference day.
- 8) Utilize the “Pre-/Post-Conference Activities” and “Connect with an ISU Student” (see www.pwse.iastate.edu for specific information).

QUESTIONS/CONTACTS/UPDATES

Contact Samantha Meyer, Career Conference Assistant, at (515) 294-5319; OR Carol Heaverlo, Outreach and Conference Coordinator at (515) 294-5883; or email us at trlt@iastate.edu.

Updates will be posted on our website as they become available: www.pwse.iastate.edu.