

## 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.

#### Fall 2009 Conference Dates and Age Groups:

**October 15th** (High School=Grades 9-12); **October 22<sup>nd</sup>** (Middle School=Grades 6-9); **October 29th** (Middle School=Grades 6-9), and **November 3<sup>rd</sup>** (6-10<sup>th</sup> Grade Girls) hosted at the Sioux City Convention Center in Sioux City, Iowa.

**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 Sioux City Convention Center on their own. Volunteers are present between sessions to ensure smooth transitions and provide help when needed.

**Cost: All registrants (students and adults) pay an \$8 lunch fee.** 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 lunch 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/trlt.html](http://www.pwse.iastate.edu/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 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 Convention Center (712) 279-4800.

**Conference Check-In:** Check-in will begin at 8:15AM in the Atrium of the Sioux City Convention Center. 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 the Convention Center/Parking/Drop-Off:** Directions from your specific location can be generated at [www.mapquest.com](http://www.mapquest.com). Information regarding parking, drop off, and pick-up will be forthcoming.

**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.

**Special Accommodations:** If you need accommodations, contact us via email with the details of your needs at [trlt@iastate.edu](mailto: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](http://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](http://www.pwse.iastate.edu) for specific information).

## QUESTIONS/CONTACTS/UPDATES

**Samantha Meyer**, Career Conference Assistant, at [trlt@iastate.edu](mailto:trlt@iastate.edu) or (515) 294-5319

**Wendy Kleve**, PWSE Outreach Undergraduate Assistant: [pwseoutreach@iastate.edu](mailto:pwseoutreach@iastate.edu) or 515-294-4153

**Carol Heaverlo**, Outreach Program and Conference Coordinator at (515) 294-5883; or email us at [heaverlo@iastate.edu](mailto:heaverlo@iastate.edu)

Updates will be posted on our website as they become available: [www.pwse.iastate.edu](http://www.pwse.iastate.edu).

## Taking the Road Less Traveled November 3, 2009

**\*\*This is the third page of the registration information. Please read the previous two pages of conference information. This is especially critical for Group Coordinators (teachers) and parents of participants who will attend independently.**

### PLEASE PRINT CLEARLY IN INK.

School/Organization \_\_\_\_\_

Group Coordinator Name \_\_\_\_\_

### Participant Information:

**Your Role:** (Please circle) Student Educator Parent

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Grade in School \_\_\_\_\_

Ethnicity (Optional) \_\_\_\_\_

**Attendance Information:** I am coming to the conference...

### Student:

\_\_\_ as a student with a school or community group.

\_\_\_ as a student with a parent or another adult.

\_\_\_ as a student without an adult (Independent Participant); your parent/guardian must complete Parent Info box to the right.

### Adult:

\_\_\_ as the Group Coordinator for a student group; please indicate your preference regarding conference sessions and provide cell phone number if you will have cell phone with you on day of conference:

\_\_\_ Assign me to Career Sessions and Hands-on Activities and Tours based on numbered preferences.

\_\_\_ Do not assign me to sessions; I will remain in the Great Hall where my students can find me.

Cell phone number: \_\_\_\_\_

\_\_\_ as an additional adult (not the Group Coordinator).

**Questions?** Contact Samantha at (515) 294-5319 or email us at [trlt@iastate.edu](mailto:trlt@iastate.edu).

**Payment Information: An \$8 lunch fee, payable to Iowa State University, must accompany all registrations (students, teachers, and adults). Check your method of payment.**

\_\_\_ Payment for me only (My parent wrote the check.); I am stapling my check to my form.

\_\_\_ My school/organization is sending one check.

**Mail registrations for entire group along with payment (or purchase order number) by postmark deadline of October 20th to:**

PWSE at ISU

218 Carver

Ames, IA 50011

Attn: **TRLT – November 3rd Conference**

**Parent/Guardian Info (For Independent Participants Only)**

Parent/Guardian Name _____
Daytime Phone (____) _____ - _____
Parent/Guardian Signature _____

(By signing above I acknowledge that I have read and discussed the conference information, as provided on pages 1-2, with my child and give my consent to his/her independent participation.)

**Career Session Preferences:** Please number all sessions within each timeframe according to your preferences. Mark your top choice as 1, next choice as 2, and so on, until all options are ranked. *If you have participated in a session during a previous TRLT conference put an asterisk (\*) next to the session.*

**Check-In – 8:15-8:50AM**

Sioux City Convention Center Atrium

**Opening – 9:00-9:25AM**

**Career Sessions 1 & 2 9:30-10:05AM & 10:15-10:50AM**

\_\_\_A. Electrical Engineering

\_\_\_B. Bacteria Everywhere!

\_\_\_C. How do you take Science,

Technology and Psychology and Turn It Into a Career

\_\_\_D. Veterinary Medicine

\_\_\_E. Chiropractic Health

\_\_\_F. Women in Engineering: Where Can it Take You?

\_\_\_G. Choosing Pharmacy as a Career

\_\_\_H. Be a Habitat Doctor (Ecology)

**Career Sessions 3& 4 11:00-11:35AM & 11:45-12:20**

\_\_\_A. What Does a Conservation Officer Do?

\_\_\_B. Great Opportunities in Nutrition, Food and Dietetics

\_\_\_C. Candles to Pop: A Zillion Uses for Soybeans and Corn

\_\_\_D. What Does an Interpretive Naturalist Do?

\_\_\_E. The reality of Crime Scene Investigation

\_\_\_F. Designing the spaces where people live, work, and Play

\_\_\_G. What You Should Know About Computer Security (Session for Parents & Educators)

\_\_\_H. Women in Medicine

**Lunch – 12:20-AM—12:55PM**

**Hands-On Activities (Session 5) 1:00-1:45 PM**

\_\_\_A. There is DNA in my food?

\_\_\_B. From Designs to Desserts: Wells Dairy Engineering

\_\_\_C. Girl, You're Golden! (Mathematics)

\_\_\_D. Hands-on Nutrition

\_\_\_E. Biofuel Blast

\_\_\_F. Lean Manufacturing: Molding Today's Society

\_\_\_G. Supporting Young Women as They Explore STEM (Session for Parents & Educators)

\_\_\_H. Environmental Health is All Around You

**Closing Session – 1:50 – 2:00p.m.**