



GRANT WOOD
AREA EDUCATION AGENCY



openminds, opendoors

STEM+ Conference for Young Women
Science, Technology, Engineering and Math

A collaboration of AAUW, Coe College, and Grant Wood AEA

TO: School Contacts – Open Minds, Open Doors
FROM: Susie Green, Student Programs Specialist
DATE: Fall 2018
RE: Registration Directions

Welcome to the registration process for the 2018 Open Minds, Open Doors STEM+ conference for girls! We are very excited to have the opportunity to sponsor this event and we appreciate your assistance in coordinating efforts at your school. Below please find general conference information, and step-by-step registration directions. **Note there are some new steps and updated forms for 2018!** If you have any questions after reviewing this document, please contact me at sgreen@gwaea.org or 319-399-6775. Thank you for your support and cooperation!

General Information

Purpose: To introduce girls to careers in science, technology, engineering and math (STEM).
Date: Thursday, October 11th
Location: Coe College in Cedar Rapids
Audience: **7th and 8th grade girls only**
Time: 9:00-2:00 (schools have the option of leaving at 12:15 – see below)
Cost: \$14/student (financial need scholarships available) – includes snack, t-shirt & lunch
\$7/chaperone (lunch only option)

2018 Format

Upon arrival, all school groups will check-in (8:30) and gather in Sinclair Auditorium for the opening welcome (9:00). Rows will be marked in the auditorium to indicate the seating arrangement. A brief orientation will be provided to the conference materials, map and schedules. Immediately following the welcome address, students will attend 2 career workshop sessions (9:30-10:25 and 10:35-11:30) located throughout the Coe College campus. Conference volunteers will be present in and around all buildings to assist students during transition times. School chaperones are welcome to join /observe any of the career workshop sessions, while checking on students.

Following the morning workshops will be the Lunch and Learn Rotation (11:40-1:30). Lunch is included in the registration fee for all students and chaperones. School groups must attend lunch together at their assigned rotation times (yet to be determined). Included in the Lunch and Learn Rotation will be the STEM Expo and an auditorium-style presentation. This presentation will represent an area of STEM+ and will be entertaining, interactive and demonstration-based.

NEW 2018: Registration Materials Available Online

- School Registration Form (**UPDATED 2018!**)
- Chaperone Registration Form
- Student Registration Form

Registration 2018 – Step-by-Step Directions

Registrations accepted on a **FIRST COME, FIRST SERVED** basis until all spaces are filled. Please act quickly by following the steps below.

STEP 1: Locate and Print the following materials on the Open Minds, Open Doors webpage:

<http://www.gwaea.org/educators/student-enrichment-opportunities>

- School Registration Form
- Chaperone Registration Form (1 per chaperone)
- Student Registration Forms (25 max)

STEP 2: Identify girls for the conference.

Selection Guidance:

- **A maximum of 25 girls per school may register (space permitting)**
- **NO repeat attendees from previous years**
- Consider girls who do not have other enrichment opportunities
- **Diversity and all ability levels encouraged**
- Consider girls who may not currently be planning to attend college
- **Again...diversity is encouraged!**

STEP 3: Distribute *Student Registration Forms* to identified girls. Girls should take a form home to be completed and returned with payment. Checks should be payable to: *YOUR SCHOOL*.

Important Notes and Tips for Registration:

- The website contains a **Frequently Asked Questions** document for parents
- The website will list the list of career workshops on **September 1st**
- Registration will fill on a first come, first served basis.
- **Financial Need Scholarships are available. See next page.**
- **TIP:** Send forms home with girls the last week of August. Online posting of the 2018 Workshop Sessions will occur on September 1st. Ask students/parents to return completed forms and payment to you on the Monday after Labor Day weekend.

STEP 4: Collect *Student Registration Forms* and payments from girls. Confirm that workshop selection section is complete on all forms (if not, work with girls to complete this section prior to submitting in Step 7).

STEP 5: Complete the *School Registration Form*. PLEASE thoroughly complete this form!!

STEP 6: Complete the *Chaperone Registration Form* (1 per chaperone). Teachers or adults who will accompany girls to the conference are expected to follow the School Expectations (see below).

STEP 7: Send the following registration materials to Susie Green at Grant Wood AEA via GW van mail or U.S. Mail (4401 Sixth Street SW, Cedar Rapids 52404). Registrations will be processed on a first come, first served basis. Spaces will fill quickly so send ASAP.

- School Registration Form
- Chaperone Registration Form (1 per chaperone)
- Student Registration Forms (25 max)

STEP 8: Prepare payment (school check or purchase order) with the assistance of your school secretary or district business office. Send to Grant Wood AEA. **Payment(s) may be sent separately from your registration materials.**

Schools successfully registered into the conference will receive an email from Susie Green before the end of September. Further conference details will follow.

Additional Details:

School Expectations

In the interest of safety and communication Grant Wood AEA requires schools to provide at least one teacher or adult chaperone to accompany students to the conference. The chaperone must remain on the Coe College campus during the conference and will be responsible for the following:

- Check-in at Sinclair Auditorium between 8:30 a.m. and 9:00 a.m.
- Alert conference staff of student absences on conference day.
- Check on students during their workshop sessions, and assist/intervene as needed.
- Remain with students during the lunch and learn rotation.
- Ensure appropriate behavior of students.
- Act as emergency contact for my students on conference day.

Financial Need Scholarships

Financial need scholarships are available for participants who may have difficulties making payment. To obtain a financial need scholarship for a student (or adult chaperone) please write "Financial Need Scholarship" on their registration form. **A limited number of scholarships are available.** All scholarships awarded will be in memory of Katherine Kittredge, one of the founding AAUW members of the *Open Minds, Open Doors* conference.