



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 2019
RE: Registration Directions

Welcome to the registration process for the 2019 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. **Pay special attention to the updated online registration process for 2019!** 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 10th
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: \$15/student (financial need scholarships available) – includes snack, t-shirt & lunch
\$7/chaperone (lunch only option)

2019 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 2019: Online Registration

- School Registration Form (UPDATED 2019 as a Google Form!)
- Student Registration Form (UPDATED 2019 as a Google Form!)

Registration 2019 – NEW Step-by-Step Directions

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

STEP 1: 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 2: Complete and submit the *School Registration Form* linked on the conference webpage. This is an online Google form. **Registrations will be processed on a first come, first served basis based on receipt of this form.** Spaces will fill quickly so submit ASAP.

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

STEP 3: Register GIRLS individually via the *Student Registration Form* linked on the conference webpage. This is an online Google form which could be completed at home or at school (with chaperone assistance).

Important Notes and Tips regarding Registration:

- The website contains a **Frequently Asked Questions** document for parents
- The website will post 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.**

STEP 4: Collect Payment from girls. Checks should be payable to: *YOUR SCHOOL*.

STEP 5: Prepare payment (school check or purchase order) with the assistance of your school secretary or district business office. Send to Susie Green at Grant Wood AEA via GW van mail or U.S. Mail (4401 Sixth Street SW, Cedar Rapids 52404); or bring payment to the conference.

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

Additional Details on the next page

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.