Conference Purpose: Sponsored by the Program for Women in Science and Engineering, the purpose of this day-long conference is to give 8th-10th grade girls an opportunity to learn about careers in science, technology, engineering and math through hands-on activities and interacting with STEM students and professionals.

Intended Outcomes for Participants: By participating in the conference, the Program for Women in Science and Engineering seeks to

- increase interest in STEM through experiential activities
- increase confidence in pursuing STEM fields through interaction and communication with professionals and female role models
- increase awareness of STEM career opportunities
- reinforce the importance and relevance of science and math courses in middle school and high school
- increase capacity for understanding the connection between curriculum and real world experience

Cost: The cost for the conference is $15 per person (including group coordinators) to help cover the cost of lunch. Credit cards, checks or PO’s are accepted forms of payment.

Expectations for Group Coordinators: 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; at least 1 adult for every 15 students registered for the conference. 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 make arrangements with their home school/community group’s administration to ensure that all trip guidelines are met.

Expectations for Students: We ask that Group Coordinators share student conference expectations with participants. When registering for sessions, students will be required to agree to cooperate with these expectations when attending the conference.

Attending Taking the Road Less Traveled is a privilege, as a participant at TRLT I will:

- show respect for ISU property and staff
- conduct myself in a manner that is appropriate and not offensive to others
- stay with the group and be attentive during activities
- help others and show gracious professionalism
- have a positive attitude and have fun

Additional Expectations for Individual High School Participants: Students attending without a supervising adult need to provide the required signature form and daytime contact information of a parent/guardian for emergencies. Please contact WiSE staff at (515) 294-5883 no later than 9AM on the day of a conference if an Independent Participant will not attend. Independent Participants will be
required to check-in with WiSE Staff in the Great Hall of the Memorial Union at lunchtime and before leaving; if a participant fails to check in by 9:30, or for more than one of the required check-in times, the parent/guardian will be notified.

**Session Assignments:** All participants (adults and students) need to attend their assigned sessions. This is very important as sessions have space limitations, and so that you can be located should an emergency arise. Please be respectful of session presenters and other participants by attending the sessions you are assigned, and by being there on time.

**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:** Please be sure that the sound is turned off during all conference events. Group Coordinators will want to have mobile 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.

**Conference Check-In:** Check-in will begin at 8:15AM in the Great Hall 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.

**New Lunch Session!:** We are excited to introduce a new format for lunch where participants will have a chance to meet and interact with current college students studying in STEM fields. There will be fun activities and discussion facilitated by Iowa State WiSE women.

**Weather & Clothing:** Please come prepared for inclement weather. Some sessions are located in outlying ISU buildings and labs, so you may want an umbrella or other appropriate outerwear. It’s also important to wear closed toed shoes as some of the sessions require this to participate.

**Cancellations/Changes:** Substitutions are welcome at any time. Please contact registrations@iastate.edu or call 515-294-6222. Cancellations must be submitted in writing. Cancellations received more than 30 days from the event will receive a full refund. For cancellations more than two weeks and fewer than 30 days, a 50% refund will be processed. No refunds within two weeks of the event.

**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 WiSE 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.

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 $11.50 for a full day. Buses: Turn right at the parking ramp and drop off on the south side of the MU. 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. Buses may only be parked for the purposes of loading and unloading.

Session Registration Information: You will receive information and instructions for selecting conference sessions approximately 1 month before the conference date.

For questions or updates about the conference contact Janice Crow, Outreach Program Coordinator at (515) 294-5883; or jrcrow@iastate.edu.