**The Women in Science Conference**

**Tuesday, March 4, 2014**

**Spirit Bank Event Center, 10441 S. Regal Blvd., Tulsa, OK**

**Hands-on Science & Outreach/Recruitment Fair: Organization Commitment Form**

Eight hundred students & teachers (grades 6–12) are expected to attend this conference. The 800 attendees will be divided into two groups of 400; each group will visit your booth during two separate two-hour sessions. Hands-on science booths, college/recruitment & general outreach booths will all be held in the same space & during the same sessions. This combination of resources will provide students with a terrific, extended opportunity to visit booths and interact with you & your staff. Please note: You should plan to register AT LEAST TWO staff members to attend the conference & man your booth throughout the day. You should plan to arrive/set up 7:30-8:30 a.m.; schools check-in at 8:30 a.m. & the first session begins at 9:30 a.m. Booth hosts must be INSIDE THE BUILDING prior to 8:30 a.m. to avoid confusion & congestion. Thank you for your participation!

**Organization Information**

**Organization Name (as you wish it to appear in printed materials):**
**Contact Person:**
**Email**:  **Business Phone:** 

**BOOTH TYPE**

**Please indicate the type of booth that you will be hosting:**

**[ ]  I wish to host an INTERACTIVE, HANDS-ON SCIENCE BOOTH at the event**

**Include the name of your hands-on science booth activity in the field below. Make it engaging and descriptive!
Examples: OSU Insect Adventure, Investigating the Rock Cycle, etc.**


**[ ]  I wish to host a COLLEGE/RECRUITMENT or OUTREACH BOOTH at the event & provide students with information/materials**

Students get excited about freebies. If possible, please plan to bring promotional materials, giveaways, etc., to further engage students. These items should be distributed informally and directly to students from your booth throughout the day.

**BOOTH SPACE INFORMATION**

The following items and services will be provided free of charge to all participating, registered organizations by OK EPSCoR:

* 6 ft. table with table covering (1) and chairs (2)
* Name tag and box lunch for registered representatives

[ ]  I will require electrical access if possible. I understand that access may be limited & I am responsible for bringing my own extension cords.

[ ]  I would like to request an additional table if space allows

Other special requests/needs: 
**All attendees from your organization (including the person indicated on this form) must individually register online at** [**http://www.okepscor.org/calendar/2014-women-science-conference**](http://www.okepscor.org/calendar/2014-women-science-conference) **no later than January 15, 2014.
EMAIL COMPLETED FORM TO:** **kay.scheets@okstate.edu** **or** **dana.brunson@okstate.edu** **QUESTIONS? 405.744.7645**