

STEM Expo Planning Calendar & Agendas

STEM Expo – May 24, 2012

BSU, Burnell 119 - 3:30-5:00PM

Location: Bridgewater State University (BSU), Burnell 119 Directions: <http://www.connectsemass.org/directions.html>

STEM Expo Planning Meetings After Nov 8 th , first Tuesday of the month, 3:30-5:00PM – BSU, Burnell 119
<i>Tuesday, October 25, 2011 – 3:30-5:00PM</i> Meet STEM Expo Participants - Review draft program – Share information on activities – Tour Space
<i>Tuesday, November 8, 2011 – 3:30-5:00PM</i> Meet STEM Expo Participants - Review draft program & activities – Tour Space Review draft schedule. Based on #of activities – decide number of students to invite (250-500-700). Evaluation – what do we want to measure – collaborators, students, teachers, other attendees Submit descriptions of activities – including # of participants and time needed. Identify school districts to contact
<i>Tuesday, December 6, 2011 – 3:30-5:00PM</i> Review materials for distribution to school districts in southeastern Massachusetts Review draft evaluation(s) criteria, form and process. Review marketing plan-PR to date-PSA/Cable - Save the Date Announcement
<i>Tuesday, January 3, 2011 – 3:30-5:00PM</i> Review updated evaluation criteria, form and process Review draft Teacher/Student Information including Interest Survey and Passport Door prizes -identify types/ sources- Review draft program booklet-Finalize floor plan Review floor plans -Task review-Updates
<i>Tuesday, February 7, 2011 – 3:30-5:00PM</i> Review final draft of evaluation(s) Finalize Teacher/Student Information Update on Registration, door prizes, logistics Review draft program booklet-Finalize floor plan
<i>Tuesday, March 6, 2011 – 3:30-5:00PM</i> Meet volunteers-guides review roles and materials Review logistics Update on registration-number of school districts/students participating
<i>Tuesday, April 3, 2011 - 3:30-5:00PM</i> Meet volunteers-guides review roles and materials
<i>Tuesday, June 5, 2011 -3:30-5:00PM</i> Review evaluations-Coulda Shoulda Woulda-Next Steps-Thank You

For more information, contact Katherine Honey at khoney@comcast.net