



Dear Potential Presenter:

Thank you for your interest in presenting at the 22nd annual Space Exploration Educators Conference (SEEC) at Space Center Houston. The conference is an up-beat gathering of space enthusiasts and novices alike. The goal of SEEC is to encourage K-12 educators to use space to teach all subjects in their classrooms. We would like all the sessions to contain some type of STEAM activity in it. Hundreds of educators gather for this event each year from around the United States and several other countries.

Space Center Houston is looking for interactive, hands-on sessions that present exciting STEAM classroom activities for students. Sessions that provide hand-outs, ready-to-implement activities and units are required. *Purely lecture sessions may not be accepted, and all sessions must have a hands-on activity.*

The conference is being held February 4-6th, 2016. We will begin accepting proposals April 1, 2015 and continue accepting proposals through August 3, 2015. Late proposals will only be accepted if presentation spots are still available. E-mail seec@spacecenter.org to find out if spots are still open after the August 3rd date.

Proposals may be sent to us electronically or through fax, e-mail, or US postal. Addresses and numbers are located on the last page of the proposal. *If your session is selected for the 22nd Annual Space Exploration Educators Conference, you will be notified by email and/or mail on or before August 30, 2015.*

If you are a repeat presenter who has presented more than two years in a row, we ask that you please submit a new session idea for this year's conference. Sessions that have been presented for multiple years may not be accepted.

Accepted proposals are eligible for up to two discounted admissions to the conference. You must list the lead presenter and co-presenter on this application in order to receive the two discounted presenter admission tickets. No additions will be allowed after the application is received.

There is a sample conference schedule attached, please take time to look at the schedule on the following page so you will be able to request the appropriate day for your session. (Schedule is subject to change)

Space Center Houston will not cover travel costs of any kind. Presenters are responsible for the costs associated with presenting their session

We are looking forward to reading your proposal. Please do not hesitate to contact us if you have any questions.

Sincerely,
The SEEC Team
At Space Center Houston

2016 Space Exploration Educators Conference Schedule

This schedule may change slightly before registration begins in October. However, the break-out session lengths will not be affected. Most sessions are 1 ½ hour sessions. If you would like to conduct a 3 hour session please indicate that on your submission form.

Wednesday, February 3, 2016

4:00pm-6:00pm Early Bird Check-in

Thursday, February 4, 2016

7:00am Check-in Begins
7:30am SEEC 101
8:30am-10:00 am Key Note and Welcome Address
10:30-11:30am First Session
11:30am-12:30pm Lunch Break
12:30pm-2:00pm Second Session
2:30pm-4:00pm Third Session

6:30pm-9:30pm Reception (Optional)

Sessions will take place at Space Center Houston and JSC Gilruth

- *8 hours CEP Credit*

Friday, February 5, 2016

7:45pm Check-in
8:30am-9:30am Key Note
10:00am-11:30pm First Session
11:30pm-12:30pm Lunch
12:30pm-2:00pm Second Session
2:30pm-4:00pm Third Session
4:30 pm Dismiss (Bus Runs Begin)
7:15pm-11:45pm Banquet featuring live band for dancing

Sessions will take place at Space Center Houston and JSC Gilruth

**8 hours CEP Credit*

Saturday, February 6, 2016

8:00am-9:30am First Session
10:00 am-11:30am Second Session
11:30am-12:30pm Lunch
12:45pm-2:15pm Third Session
2:30pm-3:45 Key Note/ Door Prizes
3:45pm Dismiss/Certificates
4:00pm Bus Runs Begin
4:30pm Conference Help Desk Closes
7:00pm Space Center Houston Closes

Sessions will take place at Space Center Houston **8 Hours CEP Credit*

FOR SCH USE ONLY

Past Scores: Speaker _____ Topic _____ Handouts _____ Session _____

Comments:

Time Assignment:

Room Assignment:

Title of Presentation (10 words or less):

*Please include all information requested. Proposal packet must include the following items. **Incomplete packets will not be considered.***

- Proposal Form
 Abstract (Detailed Description of Presentation)
 Letter of Support from your Institution or School Administration (Letter must state school is willing to cover travel costs, including hotel and transportation. If the school/institution will not be covering these expenses, a letter from each of the presenters must be included stating they will be assuming these costs.)
 Resume (no more than one page)

Presenter Information (Must be provided to receive discounted admission)

Name:**Affiliation:****Address:****City:****State:****Zip:****Home Phone:****Work Phone:****Alternate #:****E-mail Address:**

Do you wish to be included in the presenter directory? Yes No

Co-Presenter Information (Co-presenter information must be listed on this form at proposal submission in order to receive discounted admission to the conference.)

Name:**Affiliation:****Address:****City:****State:****Zip:****Home Phone:****Work Phone:****Alternate #:****E-mail Address:**

Do you wish to be included in the presenter directory? Yes No

Write a brief description of your session. (In 50 words or less, please describe what will take place in this session. Your description must match the lessons and activities you will be presenting at the conference. If chosen, this description will be published in the conference booklet. Sell your session! Space Center Houston reserves the right to edit descriptions as we see fit.)

Audience

Grade Level K-2 3-5 6-8 9-12 K-12
of Attendees 20-30 31-50 51-75 76 or higher No

Please note that every attempt will be made to accommodate your audience size request.

Please check the subject areas this presentation will cover? (Please check all that apply)

Science Math
 Technology Physical Education and Health
 Language Arts Fine Arts Social Studies History

Please list details with which Next generation standards or CORE your presentation will align. Be specific:

Session Length and Day

60 min 90 min 180 min (there will be a limited number of 180 min sessions allowed)

Do you prefer a specific day to present? Thursday Friday Saturday No Preference
(Every attempt will be made to accommodate your request, but your preference can not be guaranteed.)

Audio Visual Equipment

Each room will be equipped with a LCD projector, screen or TV, Internet connection.
All other equipment is the responsibility of the presenter. This includes laptop computers, speakers, adaptors for MAC laptops, overhead projectors, VCRs, DVD player, etc. Video-conference equipment is available on a case by case basis. Please discuss this option with the SEEC Team before submitting your proposal.

Additional Requirements

Please describe any additional requirements you may have. This includes open areas, proximity to bathrooms, lighting, outside locations, room preferences, etc. Requests will be considered but cannot be guaranteed.

Session Proposal Formatting Requirements

12 pt. font, Times New Roman or Ariel font, no greater than 1” margins, title of session in the ‘header’ of each page.

On a separate sheet(s), please detail the following items.

Abstract (Detailed Description of Presentation)

Not for publication so be specific. This should be more in-depth than the brief description given above. This is your chance to convince us of how wonderful your session will be. What will attendees gain from attending your session? How will your session improve or enhance their classroom instruction/personal knowledge?

Your abstract should also include:

Space Exploration Theme

How does your session relate to the space program?

Detailed Explanation of Lessons and Activities

What science concepts will be presented? Please describe the lessons and hands-on activities that will be presented. These lessons presented must match the “Brief Description” of your session. There were concerns last year that several of the session descriptions were misleading. Please make sure what you are advertising is the same as what you are delivering.

Session Outline

Attach an outline of your session. Include the activity breakdown and time allotment to each item.

**Would you be willing to have portions of your session recorded for SEEC promotional purposes?
(Please check Yes or No)**

YES NO

**Would you be willing to have portions of your session recorded for SEEC Webcasting purposes?
(Please check Yes or No)**

YES NO

Return all components as one package starting on April 1, 2015 – August 3rd, 2015:

Space Center Houston
Attn. SEEC
1601 NASA Parkway

OR

Fax: (281) 283-7724
Email: seec@spacecenter.org
Phone: (281) 244-2149Houston, Texas 77058