



Dear Potential Presenter:

Thank you for your interest in presenting at the 18<sup>th</sup> annual Space Exploration Educators Conference (SEEC) at Space Center Houston. The 2012 conference is an up-beat gathering of space enthusiasts and novices alike. The goal of SEEC is to provide intelligent fun and encourage K-12 educators to use space to teach all subjects in their classrooms. Over 700 educators gather for this event each year from around the United States and several other countries.

Space Center Houston is looking for 170 interactive, hands-on sessions that present exciting classroom activity for students. Sessions that provide hand-outs, ready-to-implement activities and units are required. *Purely lecture sessions will not be accepted, and all sessions must have a hands on activity.*

The conference is being held February 2-4th, 2012. We will be accepting proposals through September 9, 2011. Late proposals will only be accepted if presentation spots are still available. E-mail [seec@spacecenter.org](mailto:seec@spacecenter.org) to find out if spots are still open after the September 9<sup>th</sup> date.

You may send your proposal in one of the following ways:

Space Center Houston  
Attn: SEEC  
1601 NASA Parkway  
Houston, TX 77058

or

Fax: (281) 283-7724  
Email: [seec@spacecenter.org](mailto:seec@spacecenter.org)

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.

The conference schedule is 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.

Space Center Houston will not cover travel costs of any kind. Presenters are responsible for the costs associated with presenting their session. For more information on presenting at SEEC, please visit our presenter website at <http://www.spacecenter.org/TeachersSEECPresenterFAQ.html> or call (281) 244-2149

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*

## 2012 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 1, 2012

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

### Thursday, February 2, 2012

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                      “A Taste of Space” Epicurean Reception (Optional)

Sessions will take place at Space Center Houston and JSC Gilruth

- *8 hours CEP Credit*

### Friday, February 3, 2012

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 4, 2012

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*

<b>FOR SCH USE ONLY</b>
-------------------------

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:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **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:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

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



**Space Science Content Level of Session:**

Introductory       Intermediate       Advanced       Other

Please explain your choice.

**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 and provide copies of 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 September 1, 2011 – September 9<sup>th</sup>, 2011:**

Space Center Houston  
Attn. SEEC  
1601 NASA Parkway  
Houston, Texas 77058  
Phone: (281) 244-2149

OR

Fax: (281) 283-7724  
Email: [seec@spacecenter.org](mailto:seec@spacecenter.org)

*If your session is selected for the 18th Annual Space Exploration Educators Conference, you will be notified by email and/or mail on or before October 3, 2011.*