

*Space Exploration
Educators Conference
(SEEC)
Presenter Briefing*



*February 5th-7th,
2009*

Thank you for playing a large, and extremely important role in the Space Exploration Educators Conference! The crew here at Space Center Houston appreciates all of your hard work and dedication. Enclosed you will find information about presenting a session at SEEC. We hope this briefing answers all of your questions, so read it thoroughly. If you need any additional assistance please do not hesitate to give us a call and we will help you out as best as possible. Most importantly, remember to have a great time! Thank you and we will see you in February!

Shipping Information

You are more than welcome to ship your presentation materials to Space Center Houston ahead of time. Please send materials no more than one month ahead of time and no later than one week prior to guarantee arrival. Attention all materials to SEEC and include session information on the box. Session information includes date, time, and location of the presentation. Materials will be stored in the Club Conference Room on the 2nd level at Space Center Houston.

Presenters are responsible for shipping any materials back to their home. Space Center Houston will not be responsible for any item shipments. If you will be arranging for materials to be picked up from Space Center Houston, you must call the carrier for pick-up. All boxes must be picked up no later than Monday, February 9th. Please see a staff member for the proper location to place the boxes. Items can also be returned via Fed Ex at the Kinko's on Bay Area Blvd. They are open 24 hours.

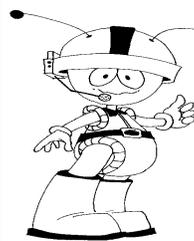
2010 Conference Information

The 2010 SEEC will take place **February 4-6, 2010**. Presenter Proposal information will be available at <http://www.spacecenter.org/TeachersSEEC.html> in May of 2009.

2010 SEEC Proposals are due **September 1, 2009**.

Presentation Materials

We know you have worked hard to gather, print, and prepare your presentation materials. When you are not presenting, you are more than welcome to place these items in the Club Conference Room on the 2nd level at Space Center Houston. Storage at the Conference Help Table will not be permitted. Additionally, storage in the Education Office will not be permitted.



Room Requirement Requests

Room assignments can no longer be changed. If you have additional technology requests, including LCD, VCR/DVD, or overhead, they must be received no later than December 19th, 2008.

Internet access is only available in limited rooms. If internet was not on the original proposal, it cannot be guaranteed. If you will be using a Macintosh computer you will need to supply a MAC adapter for the LCD projector. Also, please remember all power cords, surge protectors, and extension cords for your presentation requirements.

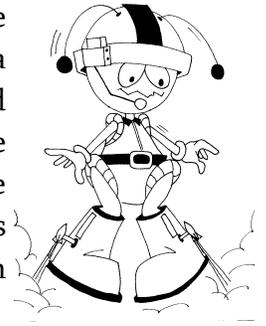
Transportation Information

If you are presenting at Space Center Houston you may drive and park in the guest parking lot directly in front of the building.

If you are presenting at the Gilruth Center you may take the presenter bus, which leaves from Space Center Houston, or you may drive your own vehicle. Directions have been included with detailed parking instructions. Please take only one car per session, if possible.

Security Information

Security has been changed here at Space Center Houston and all guests are required to pass through a checkpoint. If you will be bringing materials through the door with you, please request security stickers before January 9th, 2009. These stickers should be placed in a visible location on all bags and boxes being brought into the building. Not placing these stickers may result in searches by the Space Center Houston security team. Thanks!



SEEC Volunteers

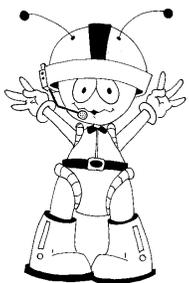
SEEC is fortunate enough to have great staff and volunteers ready to assist. One of these wonderful people will be assigned to your presentation location. Please do not hesitate to ask them for assistance during the session. They are there to help. The volunteers and staff will also be responsible for passing out and collecting session evaluations for you as well as passing out the door prize.

Please Be Courteous

Please remember that someone else will be using the room when you are finished. Please tidy up after your session, throw away garbage and replace tables and chairs to their original locations.

Attendees want to get the most out of their SEEC experience. Sessions should begin and end on time. Sessions at Space Center Houston (SCH) on Thursday are 120 minutes in length. Sessions at SCH on Friday and Saturday are 90 minutes in length.

Evaluations



Session evaluations from every session will be collected and tabulated by Space Center Houston. The evaluations will be mailed to you after tabulation is complete. Please keep in mind that there are many sessions. It takes a lot of time to read each evaluation and tabulate the scores. The evaluations will be mailed as soon as possible. Please do not expect them any earlier than May 2009.

Presenter Checklist

12/19/08—Submitted all technology requirements

1/26/09—Marked boxes with session information and shipped them to SCH

1/26/09—Made transportation arrangements

2/2/09—Review presentation and verify appropriate amount of materials

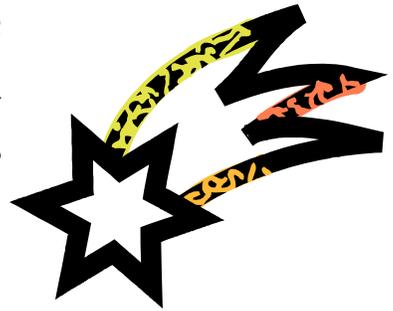
2/5/09—Prepare to have a great time!

Most Importantly

SEEC is a wonderful conference with wonderful people—have a great time!

A Little Help From the Veteran Presenters...

As presenters, you are the stars of the conference and we know you want your session to be the best one at SEEC! So here are a few tips from the presenters who have “been there, done that”.



Make sure you have handouts.

Collaborative projects are a cool way to connect your classrooms long after SEEC is over.

Please provide as specific information as possible regarding web resources (addresses are best) or printed materials (including the ISBN).

Is there a way your notes and materials can be posted on a website to be downloaded again later?

Hands-on activities are not only fun for students, but they appeal to teachers who sit in your presentation as well!

Make sure you provide your e-mail address for future contact.

Teachers appreciate activities that they can take back to their classroom and use immediately upon return.

The more teachers can learn about your topic without having to write it down, the better they remember and appreciate your presentation.

If, at any time, you have questions about your presentation please do not hesitate to contact the Space Center Houston staff. They are always willing to help you make sure the presentation is the best. Simply call Patricia Moore at (281) 244-2149 or email pmoore@spacecenter.org.