

15th Annual Space Exploration Educators Conference February 5-7, 2009

Presenter Proposal Check-List

- ❑ Read FAQ on conference website. Please be familiar with proposal procedures and the guidelines regarding being a presenter at SEEC.
- ❑ Download presenter proposal packet. Please note the conference schedule changes.
- ❑ Verify funds for travel and lodging. SCH cannot guarantee the availability of Southwest airline tickets.
- ❑ Obtain approval from school or district to attend, this includes the covering of any expenses. A letter of support must be included with the proposal.
- ❑ Develop session and complete proposal packet, including an outline of the session.
- ❑ Submit proposal to Patricia Moore or Tara Smith no later than September 1, 2008. The Education office will confirm receipt of all proposals. Please contact the office if you have not received confirmation or receipt within three days of submitting electronically or five days if you are mailing the form.

Please do not hesitate to contact Patricia or Tara with any SEEC related questions:

Phone: (281) 244-2149 or (281) 283-7773

Email: seec@spacecenter.org

Fax: (281) 283-7724

