American Indian Science & Engineering Society

Regional Conference Handbook
August 2016

The AISES Regional Conference Handbook is designed to outline the purpose, scope and mission of AISES, and to specifically outline and define the role of AISES' College Chapters hosting a Regional Conference. The AISES Regional Conference Handbook is a suggested guiding document to be used when planning an AISES Regional Conference.

Proper Use

This handbook contains proprietary information concerning the internal operation of AISES and should not be distributed to outside parties. Disclosure or sharing of this information without prior consent of the AISES National office or Board of Directors is considered unauthorized use of this material.

The AISES Mission

The American Indian Science and Engineering Society (AISES) is a national, nonprofit organization increasing the representation of American Indians, Alaskan Natives, Native Hawaiians, Pacific Islanders, and other indigenous peoples of North American in science, technology, engineering and math (STEM) studies and careers.

AISES Regional Conferences

AISES' Regional Conferences take place every spring and provide an opportunity for the AISES community including students, professionals, and elders to gather and share information, form partnerships, and to network with each other and with selected presenters and partners.

Each regional conference has a number of informative sessions and activities for college and in many cases, high school students. Among the activities provided are mini career fairs, poster presentations, and engineering competitions. Students and professionals within a variety of fields provide workshops, seminar, panel presenters, and discussion groups about a wide variety of topics. Generally, each Regional Conference host develops a theme or focus area for the Regional Conference (environmental, bridging native cultures with science, etc.).

Each region's regional conference will be different than other regions. Due to the varying needs of each a region, the regional conference may vary in length and type (in person or virtual). Voting for a host chapter could take place in-person, virtually, or electronically; all are acceptable. Choosing a date for the conference may also happen many different ways (i.e. doodle poll, in-person, etc.); a date for the regional conference should be chosen using the host chapters' discretion. With the help of the Regional Student Representative the host chapter should be able to make decisions about the conference with very little help from AISES Headquarters.

Regional Student Representatives (RSRs) are expected to assist host chapters with the planning of Regional Conferences, and are expected to attend the Regional Conference when possible. RSRs should also keep the Director of Marketing and Communications informed about planning and scheduling of Regional Conferences. Notice of the scheduling of Regional Conferences is crucial because a member of from AISES Headquarters attends and participates in Regional Conferences when possible.

AISES' student representatives and the host chapters for the following year are selected at the regional conferences. This allows the newly elected student representative to transition into their role before the school year ends, and the selected host chapters have one year to plan and fundraise for their regional conference.

Election of Regional Student Representative:

Any individual considering applying for the position of Regional Student Representative (RSR) should take into consideration the following factors in order to determine whether they are able to make a commitment to the organization to serve in this capacity effectively. AISES is first and foremost committed to the student's successful completion of their higher education. AISES recognizes that the position of Regional Student Representative is a commitment from the student of a significant amount of time to the organization.

Eligibility Criteria:
- Minimum GPA 3.0 (cumulative)
- Sophomore level or higher
- Current member of AISES with one or more years prior membership
- Must be present at the AISES Regional Conference
- A major in science, mathematics, or engineering is strongly recommended

Applicants must submit the following to AISES at least 30 days prior to the Regional Conference:
- Completed Student Rep Application (Appendix A)
- Current Unofficial transcripts
- 2 Letters of Recommendation establishing personal participation in local AISES chapter
- 250-Word Essay (proposing how you would effectively represent your regional constituents)
- Eligible candidate applications will be provided to the incumbent Student Representative for dissemination at the Regional Conference's caucus who will facilitate the election process.

Students running for the position should be provided an opportunity to address all regional conference participants prior to the official election.

Selecting a Host Chapter:
The host chapter for the following spring's regional conference is determined at the Regional Student Caucus held at each regional conference. Chapters interested in hosting the regional conference indicate their interest in hosting and make a verbal presentation regarding their resources, planning, and ability to host the conference. The majority of votes determine the location of the following year's regional conference. This allows the host chapter one year to plan and fundraise for the following year's Regional Conference.

Chapters Interested in bidding must be in "Good Standing" and submit the following documents 30 days prior to the Regional Conference:
- Completed Host Chapter Application (Appendix B)
- Faculty/Chapter Advisor or university representative Letter of Support
- Draft Budget/Funding Prospects
- Lodging information
- Suggested tentative dates
- Tentative agenda

Chapter Compliance Requirements:

- Annual Chapter Report submitted by May 1st
- Online Chapter Update submitted by October 15
- Have a minimum of eight (8) current student members who are also current national members of AISES.

Chapters that have met the requirements listed above are considered in Good Standing. Those that have submitted only one of the required reports are considered Active. All other chapters are considered Inactive.

Role of a Host Chapter

Hosting a regional conference provides an AISES chapter and their members valuable experiences, which will enhance their chapter and professional development skills, as well as their organizational and leadership skills. Chapters are responsible for planning a regional conference from beginning to end, which include the following:

- Select regional conference dates
- Communication with regional student representative
- Develop agenda
- Develop session content
  - Conference theme
  - Solicit input from chapters in region
- Develop budget
- Fundraising
- Marketing
- Conference logistics
  - Registration
  - Venue selection and AV
  - Speakers
  - Meals and lodging options
  - Onsite logistics
- Reporting

AISES HQ Involvement

AISES HQ and student representatives serve as resources to host chapters. AISES is able to help with the following:

- Event Promotion
- Conference call with regional student representative, AISES Headquarters, and host
- Staff presentation and overview of AISES with Q&A
- AISES HQ staff member may also be available to help on-site at conference

Voting for the Regional Student Representative Elections and Host Chapter Site Selection:

All chapters in Good Standing or considered in Active status are eligible to vote. It is each chapter's responsibility to make sure it has submitted ALL required reports to the AISES Member Services, Marketing and Events Department in order to be considered an Active chapter.

If a chapter is not recognized by AISES as an Active chapter, the chapter MUST contact AISES or their regional representative prior to the regional conference to discuss plan to achieve Active status. In most cases, a chapter may submit all required documents to their regional representative and/or AISES staff during the regional conference. However, membership fees for all members present as well as any other students (potential members) who could not make

the regional conference need to be submitted to AISES directly. The required documents will be verified by the Regional Student Representative and/or AISES staff prior to elections. Only upon verifying that all requirements are met (all documents submitted and all fees are accurately provided by chapter in question) will the Regional Student Representative make the announcement to all attending chapters that the chapter in question will be considered an Active chapter. (Documents may be verified in a timely manner by other Active chapters upon request.) It will be the Regional Representative's responsibility after the conference to contact the AISES Member Services, Marketing and Events Department and submit all documents of the chapter in question to the appropriate staff member so that the chapter can be considered an Active chapter.

Each Active chapter is allowed one (1) vote. This voting procedure is an equitable means of ensuring all Active chapters have equal voting power, regardless of the number of chapter members in attendance at the regional conference. However, if there is a tie for regional representative or host chapter, each college member in attendance will be asked to cast their vote.

Timeline for Planning a Regional Conference:
- Spring – Bidding of following year's host chapter. Selection made at Student Caucus held at the Regional Conference.
- Spring through Fall - Budget and Fundraising plans developed.
- September – Regional Conference date(s) selected
- October through Novemberber – Draft agenda, revised budget and requests for sponsorship/funding.
- November – Present regional conference details at Regional Caucus at National Conference
- January – Identify/Contact potential speakers, maintain contact with sponsors.
- February – Finalize agenda, provide conference information to chapters (registration info, agenda, lodging options, etc.). Order t-shirts, bags, other items if in budget.
- February through May - Regional Conferences (should not be scheduled during an AISES national event).
- March through May – Final reporting to AISES HQ.

Tips for Planning a Successful Regional Conference

Develop planning committees to assist with various parts of the regional conference. The more people helping with the planning the less stressful it is for one person trying to do everything. Possible committees include venue committee, food committee, registration committee, presentation committee, logistics committee and marketing committee. Venue committee is responsible for booking the reserving block of rooms at a host hotel, and booking rooms for conference. Food committee is in charge of working with caterer(s). The presentation committee is in charge of communication with keynote speaker(s), session presenters, and career fair vendors. Logistics committee is in charge of making sure the mic, screens, and laptops are in order for presenters, and helping presenters load presentation. Registration committee is responsible for on-line registration and on-site registration and will work closely with marketing committee. AISES recommends a registration fee and use of registration fee portal managed by AISES Headquarters. Marketing committee is responsible for advertising the regional conference; the committee also creates and

updates the regional conference website. Weebly.com can be used for creating website.

- Planning committees should be established early, and include host chapter (chairperson(s)) and regional members.

- Region Representatives should be aware of all committees' actions and provide requested assistance.

- Keep lines of communication open between planning committees and chapter advisors. Keep them updated on all planning, get their opinion on decisions. Their guidance is invaluable!

- Arrange a committee of COMMITTED individuals. Using a smaller, concentrated and focused planning committee allows the process to move along easier.

- Make sure every chapter member has a role in the planning process. Chapter members should work with committees and be updated on progress and get their approval on final committee decisions.

Agenda and Content Planning Processes
- Stay focused on planning until the job is done. Start with a broad plan, narrow down to fine details. Create a timeline with deadlines for specific projects, this will help you stay on track and not fall behind. Check items off as they are completed.

- Use the National Conference program as a model when planning the Regional Conferences. Consider the needs of your region when selecting guest speakers- choose topics that will improve the chapters and individual members within your region. Most of all, don't plan anything you would not find exciting yourself.

  o Consider cultural mentors or Elders as speakers.
  o Keep in mind that there are a variety of academic majors represented among AISES members.

- Be reasonable in scheduling; plan some social/fun/cultural activities. Don't over book the schedule, allow time for students to rest and enjoy themselves.

- Contact speakers early, and provide assistance with making travel arrangements. Send official confirmation letters (about 30 days before the event); provide a courtesy call the week before. Make sure all speakers are confirmed, not just for speaking day/time, but also confirm presentation topic, travel arrangements, and any payment for services.

  o If speakers are being paid to present, a timeline(dates) for when payment will be received is important.

- Make sure each speaker is given equal amount of time to present; try not to cut one speaker short because another went over their allotted time. Having a timekeeper at each session would be helpful.
- Have a backup plan when a speaker does not show. Chapter might fill in time with a session they prepared or conduct a teambuilding or icebreaker activity.

- Conference planners should try to provide sessions that apply to any/all STEM fields, as the students who attend typically range from nursing majors, to engineering majors, to computer science.
  - Sessions with cultural/traditional significance are also important.
  - Elders may also be speakers and help with closing circles or active conference participants.
  - Professional chapters may also be able to provide speakers.

- Keep all planning materials organized. Maintaining documents in three ring binders can be extremely helpful! And will be a great resource for future events and other host chapters.

Sponsorships/Fundraising
- Ask various sponsors, and avoid asking one sponsor for large sum of funding

- Verify fundraising guidelines and/or policies of your university/college.

- Develop a budget. Be realistic about regional conference budget.

- Start planning early, approach departmentswithinyourschool,localbusinesses, AISES Corporate sponsors (localandregionaloffices), or others who may be willing to help sponsor the event. Have your budget ready, including all potential expenses; the budget may be modified as needed. Offer incentives for sponsorship.

  - More incentives for larger donations. May include: free registration(s), company name on promotional materials (program, t-shirts, bags, etc.); recognition on chapter website and brochures. Tailor to fit within the abilities of your chapter.
  - BE EXCITED about your Conference. THINK BIG- bigger than you expect. SHOW ENTHUSIASM, this will motivate sponsors. Tell how much AISES means to you, how this conference will benefit students.

- Seek sponsorship for specific conference items: conference t-shirts, bags, pens, pencils, folders, notebooks, etc. Check with your public relations department, campus bookstore, and tribal entities for donations.

- Do your research on the companies before making requests.
  - Requests should be personal, not canned.
  - Requests should be made as early as possible. Do not wait a week before the event to

request funding.
- o Ask BIG, but be practical.
- o Know the expectations and accountability of receiving sponsorship.
- o Know your limits. What is your chapter able to offer a sponsor? Offer participants?
- o Work with sponsors when their expectations are not realistic for your chapter.

- A list of possible sponsors should be shared with any chapters/committees requesting support.

- Many regional conferences utilize their school resources for session speakers, but often times do NOT invited the sponsors to put on sessions. These professionals are eager and willing to share their knowledge and wisdom on how to be successful, and can sometimes offer exciting sessions about various fields.

- Notify AISES HQ when potential sponsors are also AISES HQ corporate sponsors.

  - o Chapters need to coordinate efforts when approaching AISES HQ sponsors to prevent requests for the same events/programs and from the same pots of money. We recommend approaching local and regional companies to avoid conflict requests.
  - o Please contact the AISES Director of Business and Program Development prior to making sponsorship requests to AISES National sponsors.
    - Who are you asking?
    - Where are they based?
  - o Receipt of sponsorship/funding may go directly to the chapter. However, AISES may accept sponsorship for a chapter if requested by the sponsor/funder.

Marketing
- Utilize resources for advertising: websites, social media, email list-servs, flyers.

- Conference webpages should be established for open communications, registration, and posting of conference information (agendas, planning meeting times/locations, committee chairperson contact information...)

- Conference flyers should be provided to chapters early and shared with non-AISES schools (community colleges, high schools, community centers...)

- Provide AISES HQ with conference information to help market conference to all AISES members and chapters.

- Post registration forms in a timely manner- processing payment through university accounting is a lengthy process. Make it as easy as possible for conference attendees.

- Invites: AISES college chapters, AISES Board of Directors, Elders, professional members and chapters, and pre-college affiliates.

Logistics
- Make sure your budget and meeting space can accommodate all invited participants.

- Conference Registration:
  o Decide if your chapter needs to charge a registration fee.
  o Registration fees help offset the cost of hosting a regional conference.
  o Set a deadline for all registration forms.
  o You will need to set a reasonable deadline for all registrations; this will help with the planning of food and making reservations for on/off campus activities and travel.
  o Consider lowering registration fee if there are low numbers of registrants.

- Will your chapter be able to provide any meals for participants?

- Check with local hotels and solicit negotiated rates for conference attendees.
  o List on registration form as designated lodging (include contact info for hotel and tax rate).

- Big question: on-campus or off-campus?
  o On-Campus:
    - Requires support of host chapter's school
    - Cost effective
    - Campus environment
    - Ease of communication within your school
  o Off-Campus/Hotel
    - Better meets your space requirements/dates
    - Sleeping rooms and meeting space---negotiating power
    - Reduced need for ground transportation
    - Location close to campus-- taxis? Rental car required?
    - Close to a restaurant/coffee

- Meeting Room Logistics
  o What do you need in the room?
    - Podium and mic for speaker
    - Speaker table at front for materials
    - Hand out table in rear
    - Audio Visual (AV)
  o How do you want the room set?
    - Lecture style, working group
    - Do attendees need tables to write, eat?
  o Room set types
    - Theater: good for large sessions
    - Classroom: lectures which require note taking
    - Rounds or semi-rounds: meals, small group discussions
    - Conference/Hollow Square/U shaped: interactive small meetings

- Onsite logistics

- o Registration
- o Main contact for questions or problems
- o Room set-up
- o Speaker assistance
- o Verify there are enough meals for participants (if providing)
- o Confirm orders will be ready for scheduled meals
- o Verify there are enough meals for participants (if providing)

- Reporting
  - o Submit requested AISES HQ reports
  - o Submit requested sponsor/donor reports

Goals and Outcomes of Regional Conferences

- Provide an opportunity for students to interact and network with professionals from both industry and academia.

- Promotes individual networking

- Promote organizational and leadership skills amongst the members of the host chapter.

- Promote professional and personal development of attendees.

- Provide an opportunity for different chapters to share experiences and exchange ideas on how to run a successful AISES chapter.

- Provide leadership training for all members.

- Build upon successes from the National Conference and Leadership Summit.

- Promote future AISES events and programs.

- Highlight student and chapter accomplishments.

- Promote cultural awareness in the STEM fields.

- Promote joint meetings and events between different chapters.

- Regional Bonding: Chapters develop personal relationships and stronger communication to other chapters within the region. Chapters networking and reaching out to other chapters.

- Election of new regional student representative and next year's regional conference host chapter.

Roles and Responsibilities for Participants

- As a Chapter Member
    - Interaction with fellow Chapters
    - Gain knowledge on AISES as an organization
    - Networking opportunities
    - Leadership and professional development skills

- As a Regional Representative
    - Get as many participants as possible and see the involvement of fellow chapters
    - Be able to answer questions that are asked about your region and AISES
    - Assist the host chapter with hosting the conference
    - Serving and visiting with the Elders and BOD in attendance
    - Be prepared to offer prayers at conference receptions, conference calls, etc.
    - Leadership and professional development skills

- As a Host Chapter
    - Get as much involvement as possible from AISES members, local businesses, and the community
    - Make everyone feel welcomed
    - Be organized and have a successful conference
    - Provide the information to all the attendees in advance about the conference
    - Leadership and professional development skills

- As an Attendee
    - Gain information on AISES and opportunities available
    - Interact with fellow AISES members
    - Networking opportunities
    - Professional development skills
    - Sharing and/or gaining cultural/traditional knowledge

Key Elements of a Successful Conference

- Organization
- Timeliness in Responses
- Well Structured Event
- Valuable and Relevant Content
- Student involvement
- Student Feedback
- Having Fun!

American Indian Science & Engineering Society
National/Regional Student Representative Application

Check one:

National Representative: ☐

Regional Representative: ☐   Region: _____

Last Name	First	MI

Permanent Address: _____

Phone: _____

Address at School _____

_____

E-mail _____ Telephone at School: _____

Tribal Affiliation: _____

How long have you been a member of AISES? _____

College Attending: _____

Major: _____

Minor: _____

Year in School: _____ Expected graduation date: _____

Current GPA: _____ Cumulative GPA (minimum 3.0 required) _____

STATEMENT OF AGREEMENT

The newly elected AISES Student Representative will assume full responsibilities of their predecessor on **July 1 or 30 days** following the election and serve for a term of one year (Regional Representative) or two years (National Representative). The Representative position involves a great deal of responsibility and commitment. National Reps take over the responsibilities of the Regional Rep when they are unable to fulfill their commitments. Applicants who are part of the AISES family and belong to their school's chapter are good candidates.

I certify that I have read the above statements and if elected, I will comply with the duties set before me as an elected student representative. I realize, however, that my academic progress is my FIRST PRIORITY. In the case of an emergency (i.e., academic probation, personal issues, etc.), I may choose to relinquish my position and have the Alternate fulfill the roles as Student Representative.

I understand that all above statements are true, complete and agreed upon.

Signature	Date

*******I verify that as a signature********

I have included the following with my application:

_____ Current unofficial transcripts (minimum 3.0 cumulative GPA)

_____ 2 letters of recommendation establishing personal participation in local AISES chapter

_____ 250-word essay proposing how you would effectively represent your national/regional constituents
       (Submit essay via email to the Lpaz@aises.org in Microsoft Word format.)

_____ Received at HQ one month before your regional conference

Mail to: AISES Membership Dept, 2305 Renard Place, Ste 200, Albuquerque, NM 87106 Or via email to: Lpaz@aises.org

American Indian Science & Engineering Society
2018 Regional Conference
Hosting Application

The following are requirements for hosting regional conference:

1. Faculty/Chapter Advisor support
2. Budget Scope and Funding Prospects
3. Lodging Information
4. Tentative dates for conference
5. Tentative conference agenda
6. Chapter representation at 2017 Regional Conference to make bid

Please provide the following contact information:

Name of Hosting Chapter: _____

Tentative Dates for Conference (provide 3):_____

Location: _____

Primary Contact Person: _____

Phone #: _____
Email: _____

Mailing Address: _____

Secondary Contact Person: _____

Phone #: _____
Email: _____

Mailing Address: _____

Chapter Advisor: _____

Phone #: _____
Email: _____

Mailing Address: _____

Please read each item carefully and initial. By initialing, you indicate your awareness of and agreement of the requirements to host a regional conference.

_____ Develop list of those you may need to seek prior approval from to host regional conference.
    (i.e., department head, dean of students, etc.)

_____ Attached faculty/Chapter Advisor support letter

_____ Budget scope and funding prospects
- Depending on the length and size of a regional conference, costs to host a conference range from $500.00 to $5,000.00. (Conference duration could range from 1 day to 3 days and the longer the conference the higher the budget. In addition, in-kind sponsorship will help reduce conference costs, i.e. meeting space, donation of door prizes, etc.)
- Costs associated with hosting a conference may include: Food, Mailings, Activities, Handouts, Rental space, Gifts and awards, AV, Telephone, etc.

_____ Create list of area hotels with current rates for participants
- Negotiate a special rate with hotels
- Check to see if school can accommodate members

_____ Provide a list of tentative conference dates (min. of three dates)
- Regional conferences are held between the months of March and May

_____ Provide a tentative conference agenda
- Regional Representative election
- Bids and selection of next year's Regional Conference
- AISES HQ session
- AISES suggests including one of the following Chapter Development sessions:
  - Fundraising/Marketing
  - Recruitment/Retention
  - Outreach and Community Service
  - Professional and Chapter Development

Briefly describe the status of planning for the Regional Conference and materials/support needed from the AISES National Office:

_____

_____

_____

_____

_____

_____

_____

_____

Applications need to be submitted to the AISES Membership Dept (2305 Renard Place, Suite 200 ● Albuquerque, NM 87106 or emailed to Lpaz@aises.org) 30 days prior to the regional conference. Chapters planning to bid for the 2018 Regional Conference must be present during the 2017 Regional Conference to make bid presentation.

One day conference sample agenda with six session choices

8:00 am – 9:00 am Registration

9:00 am – 10:00 am Opening Ceremony- ice breakers

10:15 am – 11:15 am Session 1a, 1b

11:30 am -12:30 pm Lunch

1:00 pm – 2:00 pm Session 2a, 2b

2:15 pm – 3:15 pm Panel presentation

3:30 pm – 4:30 pm Regional Caucus

4:45 pm – 5:45 pm Session 3a, 3b

6:00 pm – 8:00 pm Dinner and closing Ceremony- keynote speaker

Two day conference sample agenda with nine session choices

<u>Friday</u>

3:00 – 5:00 pm Registration

6:00 pm Dinner provided

6:30 – 8:00 pm Opening Ceremony with welcome keynote address

9:00 – 10:30 pm Star Wars movie– Student Success Center

<u>Saturday</u>

7:00 – 8:00 am Breakfast provided

8:00 – 8:15 am Welcome and Schedule of the day

8:30 – 9:30 am Session 1a, 1b, 1c

9:30 – 10:30 am College and Career Fair

10:45 – 11:45 am Season 2a, 2b, 2c

12:00 pm Banquet Lunch provided

12:30 – 1:30 pm Keynote speaker

1:45 pm – 2:45 pm Session 3a, 3b, 3c

3:00 – 4:00 PM Regional Caucus

Three day conference sample agenda with fifteen session choices

Thursday

4:00 pm - Registration Opens
5:30 pm - Evening dinner reception
6:00 pm - Featured Keynote
8:00 pm - 10:00 pm Evening activity

Friday

8:00 am - Registration and Breakfast/ Set-up student research posters
9:00 am - Opening Remarks – University Dignitaries & AISES Chapter
9:30 am - Session 1 (a,b,c)
8:00 am - 12:00 pm - Career/recruitment fair
12:00 pm - Lunch
12:30 pm - Featured Keynote
2:00 pm - Session 2 (a,b,c)
2:30 pm - Session 3 (a,b,c)
3:00 pm - Coffee Break
3:30 pm - Session 4 (a,b,c)
4:00 pm - Session 5 (a,b,c)
5:30 pm - Dinner
5:30 pm - 7:30pm - Movie night

Saturday

8:00 am - Breakfast
9:00 am - Featured Keynote
10:00 am - Regional Caucus Meetings
11:00 am - Student Poster Competition Awards Ceremony
12:00 pm - Lunch

Appendix D - Sample Budgets

The more detail a budget, the more control a chapter will have over expenses. It is easier to cut a specific expense out when listed separately in a budget (i.e. Food line item vs Breakfast, Lunch or Dinner line item).

Basic Budget

Revenue	Budget	Actual	Notes
Sponsorships			
Donations			
Registrations			
Total			
Expenses	Budget	Actual	Notes
Meeting Space			
Audio Visual			
Activities			
Participant Gifts			Depends on funding
Food			
Registration Supplies			
Printing			
Total			

Detailed Budget

Revenue	Budget	Actual	Notes
Sponsorships:			
Company A			
Company B			
Company C			
Total Sponsorships			
Donations:			
Professional Members			
Professional Chapters			
Friends/Family			
Professors/Staff			
Total Donations			
Registrations:			
College Students			
Professionals			
High School Students			
Total Registrations			
Total Revenue			

Expenses	Budget	Actual	Notes
Meeting Space			
Room A			
Room B			
Banquet Room			
Total Meeting Space			
Projector, screen, laptop			How many rooms in use
Microphones			How many rooms in use
Food:			
Breakfast			
Lunch			
Dinner			
Total Food			
Conference Activities:			
Bridge Competition			
Icebreaker			
Other			
Total Activities			
Supplies:			
Outreach/Marketing			
Registration			
Total Supplies			
Printing:			
Conference flyers			
Program			
Name badges			
Evaluations			
Total Printing			
Other Expenses:			
Participant Gift bags			Depends on funding
Conference T-shirts			Depends on funding
Sponsor gifts			Depends on funding
Honorariums			
Total Other Expenses			
Total Expenses			

Chapters need to do research on the organization before asking for sponsorship. Letters should be tailored to each organization. Be specific in your request(s) and expected outcomes of activity or event. Please make sure to coordinate asks with the AISES Business and Program Development Director if the organization is an AISES HQ sponsor.

American Indian Science and Engineering Society (AISES)
University of Utah Chapter

Proposal for 2014

American Indian Science and Engineering Society-University of Utah Chapter
Salt lake City, UT 84112

September 18, 2014

Dean of the College of Engineering
Salt Lake City, UT 84112

Dear Dean of the College of Engineering:

The American Indian Science and Engineering Society (AISES) was founded in 1977. Over the years, AISES has grown and currently there are 184 chartered college and university chapters throughout the United States and Canada. Two hundred tribal nations are represented within AISES. There are nearly 3,000 AISES members.

The University of Utah AISES Chapter is a growing student group on campus. It became an official student group in 2012. It is a unique student group focused on the recruitment and retention of American Indian students in science, technology, engineering, mathematics (STEM) and related fields. The aim of AISES is to increase representation within STEM fields and related professions. Currently, there is low representation of American Indians in STEM and related fields, in general and on the University of Utah campus. For several years, there has been a decreasing trend of American Indian students on the University of Utah campus. Part of the University of Utah AISES Chapter's purpose is to address the need to recruit and retain more American Indian students at the university. Our AISES chapter is requesting $1,000 to assist with academic, career development, leadership opportunities made available by hosting the 2015 AISES Region 3 Conference at the University of Utah from March 5-7, 2015. Our theme is "*Moving forward with climate change and sustainability*."

By hosting the AISES Region 3 Conference, our members become leaders in addressing society's challenges using science, engineering and related skills. The College of Engineering will be assisting its American Indian students to become competitors in science, engineering, and related fields within PAC-12 and Mountain West institutions. In addition, the College of Engineering will be diversifying its campus by increasing the recruitment and retention of the number of American Indians at the university in science, technology, engineering, mathematics and related fields. By financially assisting with the 2015 AISES Region 3 Conference, the College of Engineering will be actively recruiting potential undergraduate and graduate students from Arizona, New Mexico, Colorado, Idaho, Montana, Oregon, Washington, Utah and Canadian provinces' colleges and universities.

Please find enclosed the AISES mission, activities of the University of Utah AISES Chapter, and detailed budget of our request. Thank you for considering our proposal.

Thank you,

American Indian Science and Engineering Society- University of Utah Chapter

Table of Contents

American Indian Science and Engineering Society Mission Statement

"The American Indian Science and Engineering Society (AISES) is a national, nonprofit organization increasing the representation of American Indians, Alaskan Natives, Native Hawaiians, Pacific Islanders, and other indigenous peoples of North American in science, technology, engineering and math (STEM) studies and careers."

AISES- University of Utah Chapter Purpose:

- Assist in the retention and recruitment of American Indian undergraduate and graduate students
- Support and organize activities to encourage peers in their aspiring fields in STEM
- Encourage an environment that fosters academic and cultural mentoring
- Inform students of opportunities that will enhance academic and career success
- Increase representation of American Indian and Alaskan Natives in science, engineering, and other related fields at the University of Utah

AISES- University of Utah Chapter Activities:

Mentoring:

"Tiered Mentoring in the Geosciences and Related Disciplines" is a project funded by the AISES National Office and the National Science Foundation to conduct outreach in science, technology, engineering, and math. Participants include 6 high-school students, three undergraduate students, two graduate students, one faculty member, and three professionals. The Utah Chapter received $6,844 to conduct this activity.

Presentations:

Students from the AISES- U of U Chapter have presented their research at the following:

- More Graduation Education at Mountain States Alliance (MGE@MSA) Student Research Conference at Arizona State University, March 2013.
- 2013 Spring Runoff Conference at Utah State University, April 2013.
- Arctic Science Summit in Kraków, Poland , April 2013.
- AISES National Conference, November 2013.

National Conference:

Two undergraduate and two graduate students representing four different departments attended the AISES National Conference in Denver, CO. One undergraduate was funded by the College of Engineering, one undergraduate and one graduate student were funded by the AISES Geosciences mini-grant, and the other graduate student was co-funded by the Graduate School and the Global Change and Sustainability Center (GCSC).

Recruitment:

Chapter members assisted with recruitment efforts for the University of Utah Graduate School booth at AISES National Conference Career Fair in Denver, CO.

2015 AISES Region 3 Conference- University of Utah, Salt Lake City, UT

PURPOSE: The University of Utah's AISES Chapter is pleased to host a conference in the spring of 2015, which will address issues and topics related to building sustainable communities in Indian Country. This conference aims to engage attendees—which will include students, faculty, professionals and Tribal representatives from across the Western United States—in discussions about current environmental challenges within Indian Country and how Indian peoples can take address these challenges in order to build or maintain healthy, sustainable communities. Topics to be addressed include, but are not limited to, climate change, water use & water quality, sustainable natural resources development, green infrastructure, alternative energy sources, and traditional ecological knowledge. A career and college recruitment fair will also be incorporated into this event on Friday morning, as will an undergraduate and graduate student research competition.

[Potential] Invited speakers:

Karletta Chief: Dr. Karletta Chief is an Assistant Professor and Assistant Specialist in the Department of Soil, Water, and Environmental Sciences at the University of Arizona in Tucson, AZ. As an assistant professor, the goal of her research is to improve our understanding, tools, and predictions of watershed hydrology, unsaturated flow in arid environments, and how natural and human disturbances affect soil hydrology through the use of physically based methods. Dr. Chief research also focuses on how indigenous communities will be affected by climate change and collaborated in an interdisciplinary group of scientists including hydrologists, system dynamic modelers, and social scientists to determine how hydrological models can be improved to identify and mitigate risks to these vulnerable populations.

Henrietta Mann: Dr. Henrietta Mann is a Cheyenne enrolled with the Cheyenne and Arapaho Tribes located in Oklahoma. She earned a Bachelor of Arts degree from Southwestern Oklahoma State University in 1954, and a Master of Arts Degree from Oklahoma State University in 1970. In 1982, she earned her Doctor of Philosophy Degree in American Studies from the University of New Mexico, Albuquerque. She is Professor Emeritus in Native American Studies, Montana State University where she continues to serve as Special Assistant to the President. On leave from Montana State University she is the founding president of the Cheyenne and Arapaho Tribal College temporarily located on the campus of Southwestern Oklahoma State University, Weatherford.

Sandra Begay-Campbell: Sandra Begay-Campbell is a Principal Member of the Technical Staff at Sandia National Laboratories and is a former Regent (Trustee) for the University of New Mexico. Sandra leads Sandia's technical efforts to assist Native American tribes with their renewable energy developments. Sandra received a Bachelor of Science - Civil Engineering degree from the University of New Mexico. She worked at Lawrence Livermore National Laboratories before she earned a Master of Science - Structural Engineering degree from Stanford University. Sandra is recognized in a book profiling women engineers, "Changing Our World: True Stories of Women Engineers." Begay-Campbell is included in the chapter "Women in Power", which describes her effort to provide electricity through solar panels and other alternative energy solutions to hundreds of remote tribal members on the Navajo Reservation. Honored with awards for her work, Sandra is a recent recipient of the American Indian Science and Engineering Society's Life-time Achievement Award; the University of New Mexico's 2007 Zia Alumnus Award; the 2005 UNM School of Engineering Distinguished Alumnus Award and she received the Stanford University 2000 Multicultural Alumni of the Year Award. She was also selected as a recipient of the Governor's Award for Outstanding Women from the New Mexico Commission on the Status of Women.

Tentative Program:
Hosted by: University of Utah AISES Chapter
Theme: Moving forward with Climate Change and Sustainability
Hotel/Conference Center: University Guest House & Conference Center
Dates: March 5-7, 2015

Thursday, March 5, 2015

4:00 pm - Registration Opens
6:00 pm - Evening reception at the Natural History Museum of Utah (tentative)
7:00 pm - Featured Keynote (Invited Speaker- to be determined)

Friday, March 6, 2015

8:00 am - Registration and Breakfast/ Set-up student research posters
9:00 am - Opening Remarks – University Dignitaries & U of U AISES Chapter
9:30 am – Session 1(climate change/sustainability & career development tracks)
8:00 am – 12:00 pm - Career/recruitment fair
12:00 pm - Lunch
1:00 pm - Featured Keynote (Invited Speaker- to be determined)
2:00 pm - Session 2 (climate change/sustainability & career development tracks)
2:30 pm - Session 3 (climate change/sustainability & career development tracks)
3:00 pm - Coffee Break
3:30 pm - Session 4 (climate change/sustainability & career development tracks)
4:00 pm - Session 5 (climate change/sustainability & career development tracks)
5:30 pm – 7:30pm - Student research poster presentations/ Hors d'oeuvres
8:30 pm - Evening activity (bowling/pizza)

Saturday, March 7, 2015

8:00 am - Registration and Breakfast
9:00 am - Featured Keynote (Invited Speaker- to be determined)
10:00 am - Regional Caucus Meetings
11:00 am - Student Poster Competition Awards Ceremony
12:00 pm - Lunch

AISES National Conference Budget and Funding Prospects

Total Contracted Services   **12,700.00**

Travel – Invited speakers (air, hotel, per diem)   2,500.00

Honoraria – Invited speakers   3,000.00

Meals – All participants   4,500.00

Room rentals/set-up fees   1,500.00

Printing/Copying   100.00

Advertising   500.00

Projector rental and IMS support   100.00

Backpacks and t-shirts (AISES & U of U logos)   500.00

Total Contracted   **12,700.00**

Funding   **10,000.00**

Provost's Office, U. of Utah (*confirmed*)   5,000.00

Associated Students of the U. of Utah (*potential*)   2,500.00

Graduate School Diversity Grant (*confirmed*)   1,000.00

Office For Equity & Diversity, U. of Utah
(*potential*)   1.000.00

American Indian Resource Center, U. of Utah
(*confirmed*)   500.00

Total Prospects   **10,000.00**

Note: Other funding sources may exist such as the Global Change & Sustainability Center, iUtah, College of Science and the Sustainable Campus Initiative Fund. Potential for partnerships with ASUU student groups such as Friends of Red Butte Creek, Society for the Advancement of Chicanos and Native Americans, and student chapters of the American Water Resources Association/Water Environment Federation (WEF) to sponsor receptions and/or prizes for a student research poster competition.

Meeting Space:

University Guest House & Conference Center

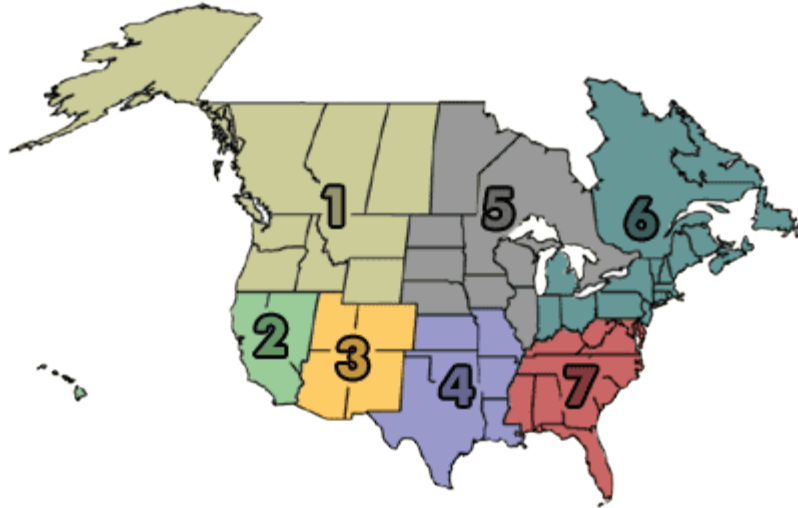- Douglas Ballroom, Bonneville Room, Alpine Room, and Ensign Board Room

Host Hotel:

University Guest House (on-campus): $105/night – double occupancy

Total amount requested from, $1,000, from the College of Engineering for the AISES members to host the 2015 AISES Region 3 Conference at the University of Utah.

AISES college chapters are divided into seven regions, with a Regional Student Representative for each region, as well as National Student Representatives.

Region 1 – Northwest: Alaska, Canada (British Columbia, Alberta, Yukon Territory, and Northwest Saskatchewan), Idaho, Montana, Oregon, Washington and Wyoming.

Region 2 – West: California, Hawaii and Nevada

Region 3 – Southwest: Arizona, Colorado, New Mexico and Utah

Region 4 – South-Central: Arkansas, Kansas, Louisiana, Missouri, Oklahoma and Texas

Region 5 – Upper Midwest: Canada (Manitoba and Ontario), Iowa, Illinois, Michigan – Upper Peninsula, Minnesota, Nebraska, North Dakota, South Dakota and Wisconsin

Region 6 – Northeast: Canada (Quebec, Newfoundland, New Brunswick, Nova Scotia, and Prince Edwards Island), Connecticut, Indiana, Massachusetts, Maine, Michigan – Lower Peninsula, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island and Vermont

Region 7 – Southeast: Alabama, Delaware, District Of Columbia, Georgia, Kentucky, Maryland, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia