

WOMEN IN STEM CONFERENCE

TEACHER/CLASS RESERVATION SHEET

University of Wyoming Campus, Laramie, WY

Registration for the Women in STEM conference is on a first come, first serve basis, with space for approximately 500 students. This form helps us plan attendance. We will contact you as the conference gets closer to verify the number of students able to attend and to sign up individual participants. Please list the names and e-mails of all teachers (or group leaders) who will be bringing students from the same school/organization (so we can avoid duplicate registrations). The conference is open to 7-12th grade students, regardless of gender (although the conference will be aimed at young women). Please fill out the total number of students you would like to bring, however we may have to limit the size of large groups depending on the number of schools that sign up. For any questions, please contact the Space Grant office at (307)766-2862 or email us at [wsgc@uwyo.edu](mailto:wsgc@uwyo.edu).

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DATE:** | |  | | | | | |  | | |
| **TEACHER NAME(S):** | | | | |  | | | | | |
| **SCHOOL:** | | |  | | | | | | | |
|  | | | | | | | | | | |
| **SCHOOL ADDRESS:** | | |  | | | | | | | |
|  | | | | | | | | | | |
| **SCHOOL PHONE:** | | | | | |  | | | | |
| **TEACHER EMAIL(S):** | | | | | |  | | | | |
| **STUDENT GRADE(S):** | | | |  | | | | **APPROXIMATE NUMBER OF STUDENTS:** | |  |
|  | | | | | | | | | | |
| **We may be able to offer small grants to help cover travel expenses for classes traveling long distances.** | | | | | | | | | | |
| **Should these funds be available, the travel grants would be (choose one)…** | | | | | | | | | | |
|  | Essential | | | | Helpful | | Unnecessary | |  | |
| **What type of travel assistance funding would you need?** (Hotels, bus, etc.)      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |

**REGISTRATION SUBMISSION:** Please submit the completed form by e-mail to: [wsgc@uwyo.edu](mailto:wsgc@uwyo.edu) with **WIS** in the subject line or fax to: 307-766-2652.

The University of Wyoming (UW) is making this Program available to your school and the students you select to participate.  Throughout the Program, you agree you will transport and supervise your student participants in accordance with your school’s/organization’s policies, including but not limited to policies regarding number of required chaperones, protection of minors, appropriate behavior, prohibition of harassment, student medical emergencies, release of students to parents, etc.  You will also be responsible for ensuring your participants follow any Program rules and rules of the University or other property owner where the Program takes place.  If you require a liability waiver for students to participate, please add the University of Wyoming to the waiver so that the University is also a waived party.