

## Promoting STEM Pathways: Planning a STEM Career Conference

### Supplemental Material 1: Recruiting letter to send potential speakers

#### Speaker Recruiting Letter

**What:** STEM Career Conference

**Where:** Your Middle School

**When:** Thursday, May 3rd, from 8:00am-11:15am

**Why:** Provide students with a day to explore career opportunities in the fields of Science, Technology, Engineering and Math (STEM)

**Who: Volunteers needed!** STEM professionals willing to deliver 5 short presentations

Dear Community Member,

On Thursday, May 3rd, \_\_\_\_\_ Middle School will be hosting a STEM Career Conference, an event designed to promote the importance of science, technology, engineering, and mathematics (STEM) careers. We are in need of presenters who work in STEM-related careers and who are willing to give engaging, interactive presentations to our 7th grade students. Speakers should plan a short (20-25 minute) presentation which will be repeated 5 times. During that time, you are encouraged to use props, photos, models, or any other type of visual aid that will provide students with a better understanding of your career.

Talking points during your presentation might include:

- Job description
- Your career journey
- A typical workday
- Education requirements
- Greatest influences in choosing a STEM career
- How you use STEM in your occupation

We are also in need of a keynote speaker for this day. If you would be willing to deliver your presentation to the 7th grade student body, or if you have a contact you think would be willing, please indicate so on the form.

All presenters should plan to spend the morning, from 8:00-11:15, at \_\_\_\_\_.

This is an opportunity for students to speak with someone whose career choice interests them and to explore areas they may not have considered before. If you are interested in being part of this meaningful experience, please complete the attached Google form. We will then contact you with further details regarding your presentation.

We look forward to your response by Wednesday, April 18th.

Please direct questions to your child's science teacher or the Conference Coordinator.