

Promoting STEM Pathways: Planning a STEM Career Conference  
Supplemental Material 3: Speaker Response Sheet detailing plans for presentation

**Speaker Response Sheet**

Dear presenter,

Thank you for volunteering to participate in our STEM Career Conference on \_\_\_\_\_!  
Please complete the following form and return it to the Conference Coordinator by \_\_\_\_\_.  
Any slides you are planning to use for your presentation should be emailed to your Speaker Support Specialist **one week prior to conference day**.

<b>Contact information</b>
Name:
Company/organization affiliation:
Email:
Mailing address:
Phone:

<b>Job description:</b> Please give a brief summary of your job description. Students will use this information to select sessions, so be sure to use language appropriate for middle school students.

<b>Technology needs:</b> Please indicate what technology you will need on conference day. Examples: projector, access to computer, interactive whiteboard, speakers

<b>Other equipment needs:</b> Please indicate if you will need other materials to support your presentation. Examples: table for props, large space for demonstration, room with access to water/sinks, dark room

<b>Description of presentation:</b> Please provide a brief description of your presentation. Indicate any interactive activities you plan on doing with students. *If you are planning on conducting a demonstration that might pose a safety hazard, please include a detailed list of all supplies and equipment. We will follow up with you to review safety procedures and the chemical hygiene plan.