

STEM-a-thon Program Schedule:

Date: Wednesday, January 24, 2018 (Snow Date: Friday, January 26, 2018)

Time: 9:00 – 2:00 pm

Time/Duration	Details		Location
9:00 am (10 mins)	Assemble in DeBaun Auditorium		DeBaun Auditorium
9:10 am (25 mins)	Welcome Programming		DeBaun Auditorium
9:35 am (10 mins)	Break out into Activity 1		DeBaun Auditorium
9:45 am (45 mins)	GROUP A	GROUP B	TBD
	ACTIVITY TBD	Activity TBD	
10:30 am (10 mins)	Break out into Activity 2		
10:40 am (45 mins)	Activity TBD	ACTIVITY TBD	TBD
11:25 am (10 mins)	Transition to next location		
11:35 am (40 mins)	Lunch	Lab Tours	TBD
12:15 pm (40 mins)	Lab Tours	Lunch	TBD
12:55 pm (10 mins)	Transition to next location		
1:05 pm (40 mins)	Current Stevens Student Panel		DeBaun Auditorium
1:45 pm (15 mins)	Concluding Remarks & Dismissal		DeBaun Auditorium
2:00 pm	End		

Your cooperation is critical to the success and timeliness of the event! Please ensure that you read through the following pages thoroughly and that you properly prepare and group your students before they arrive on campus!

Preparing for STEM-a-thon:

- Please advise your students to pack a brown bag lunch for STEM-a-thon. Ensure their name and school is marked on their lunch. There will be no lunch served. If your students wish, they can bring a personal water bottle with them that they can refill at the water fountains located on campus. Students should have a backpack or other means of carrying their lunch with them until lunchtime.
- Ensure students wear clothing with school name.
- Assign your students to groups of 4 students each so they know who their working group will be at the event. If there is an uneven number of students in your class, a group of 3 students will work better than a group of 5 students.

School Assignments to GROUP A or GROUP B will be disseminated via email.

The Day of the Event:

- Students must meet at their schools and arrive to STEM-a-thon with their teachers and chaperones. It is NOT permitted for students to arrive separately or to be dropped off by parents at the event.
- The agenda will be jam-packed with activity! Please ensure all of your students have used the restroom before leaving your home school.
- Please begin to arrive no earlier than 8:45 am. Students should all be assembled in DeBaun Auditorium (see map) by 9:00 am.
- Upon arrival to DeBaun Auditorium, please sign-in at registration table (see map), confirm the number of students with you and that they each have returned a Stevens release form, and ensure your chaperone contact information is on file. You will then move into the auditorium and be seated with your students and other participating schools.
- Activities will be assigned by group, per the agenda on the previous page. Chaperones are asked not to “coach” students during activities, but should accompany students when they move from location to location. Chaperones should also supervise and keep track of students as they move between activities, to and from lunch, need permission to use the restroom, etc. Please send students to the restroom with a partner from their class.
- Packages of t-shirts will be distributed to each school. Chaperones should refrain from distributing these to their students until they are back at their home school.
- Dismissal will occur at 2:00 pm from DeBaun Auditorium. Chaperones must escort their students back to their home school. It is not permitted for students to be picked up individually from the Stevens campus. Parents must be advised that they should pick up students from their home school.

Navigating STEM-a-thon:

Stevens Volunteers and Campus Ambassadors will be present for STEM-a-thon at all locations throughout the day to help guide schools. Locations and a campus map will be posted to the website www.stem-a-thon.com.