

MITWE OUTREACH TRANSITIONS

>> Event Outreach

Contact Information

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Password: eventoutreach

Questions? Email sweVPoutreach@mit.edu (will go to my gmail account). If you're ever unsure about anything, send me an email! I promise I won't ever get annoyed because you send too many emails. ☺

Your Events:

1. Beaverdash (April)
2. Exploring Majors Fair (October)
3. ??? ☺

1. Beaverdash

DATE: TBA

LOCATION: 26-100 (plus 8 other smaller rooms in bld. 26)—this is flexible if you can think of a better location!

BUDGET: \$1500 for T-shirts, food, and supplies

Description of Activity:

BeaverDash is a mystery engineering challenge competition for boys and girls in grades 8-12. The students come to MIT for the whole day. On the morning of the competition, the challenge is unveiled. Be sure to keep the topic a secret from even MIT mentors!

The students are placed in teams of 5-7, with an MIT student mentor for each team. They work from around 10AM to 3 PM to complete the challenge. Each team is given 1-2 boxes of materials they can use for the competition and their own classroom. Be sure each team gets exactly the same amount of materials—they will notice if another team had something they didn't! Throughout the day the teams may come test their contraption in the competition room (26-100).

Near the end of the day we have the competition, where parents/teachers are invited to come watch. Everyone gets a prize for participating. We award more prizes for 1st, 2nd, 3rd places, as well as "most innovative design" and "best mentor". In the past we have done gift cards to various places, as well as trophies/medals.

Planning Timeline

Immediately

Advertise to high schools

- Contact Cambridge Public schools academics coordinators
 - Lisa Scolaro-Santy, Coordinator, Science, 617-349-3012
 - Nancy McLaughlin, Mathematics Coordinator, 617-349-6683
 - Ask these people for list of science/math teachers, phone numbers, school addresses, emails
- Put together flyer, email, and website (Kimmi can help with the website) for advertisement. Make phone calls to tell teachers about the program
 - There is a google document in the gmail account named **High Schools Near MIT**. It's a good starting place to contacting schools.
- Mail it out very early with registration information, follow up with teacher contacts. This is on the SWE wiki.
 - Liability
 - Medical
 - Photo release

They can hand these in on the day of the competition, but they **MUST** have them in order to compete! Have extras available on the day of the event in case anyone forgets.

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Open Registration

- Create Google form to keep track of sign ups
 - Form needs to include
 - Name
 - High school Name
 - Grade Level
 - Shirt size
 - Dietary Restrictions
 - Email Address
 - Cell Phone #
 - Also include this form on the website so people can sign up electronically
 - It's important to have people sign up ASAP so we can close registration two weeks before the event and get a final count of # shirts to order and sizes, as well as how much food to order

3/15

Come up with plan for the topic of the competition and start drafting instructions, rules, etc. #Make the task something very quantitative, and have the scoring system determined ahead of time. You can find some previous examples in the outreach database.

3/20

Start to advertise to MIT volunteers

- mitswe@mit.edu
- Swe-outreach-interest@mit.edu
- FSILGs
- Posters, flyers, etc.

Also keep their info on a google doc. Make sure to ask them if they want to join the Swe-outreach-interest@mit.edu mailing list. Also make sure to get their cell # so we can call them if they don't show up.

2 weeks before	Order shirts. We order from peter at qrst's. info@qrsts.com . T-shirts should say event name, date, MITSWE.
1 week before	Order food. Make sure to keep track of vegetarian/allergies
1 week before	Get supplies from Costco, Home Depot, etc. Needs to be large car because traditionally BeaverDash has the most materials. Get materials/start sorting them into boxes for the teams early...shortly after registration closes and you have an idea of how many teams.
1 week before	Get Audio/Visual in 26-100. Contact MITAV in the basement of the student center.
A few days before	<ul style="list-style-type: none"> • Create mailing list of all the mentors so you can send emails to clarify rules on the day of. • Create spread sheets where people can sign up for time slots to practice in 26-100. • Send out reminder emails to everyone, along with the schedules and necessary forms.
On the day of	Sort students into teams <ul style="list-style-type: none"> • Have a signup sheet with a mentor's name on it and five blanks. Just have people fill them in as they arrive Take lots of pictures! ☺

Day of the Event Logistics

Tentative Schedule
9am-4pm

9am-9:30am – Registration

9:30am-9:45am– Welcome and Project Details

9:45-noon – Team work on projects

noon-12:30pm – Lunch

12:30pm-3:00pm – Team work on projects

3:00pm-3:45pm – Competition (parents/teachers invited)

3:45pm-4:00pm – Awards Ceremony

2. Exploring Majors Fair

DATE: Fall 2011, TBA

LOCATION: Rooms in bldg 4 –also flexible

BUDGET: \$500

Description of Activity

High school students attend a series of panels with MIT professors and students serving as panelists to learn about each panelist's respective majors. Panelists talk about how they decided to choose their major and what they expect to do when they graduate/ what they did when they graduated. After the panelists talked we opened the floor up for questions and prepared a few of our own in order to catalyze the process.

The Exploring Majors Fair was started in 2009, so there's a lot of room for innovation and improvement! We want to make this event bigger, more exciting, and more helpful for students! Here are some suggestions I've heard:

- Provide hand-out to students about questions they can ask
- Have MIT students bring projects to show off (kind of like the "show me the science" fair or a poster session with cool stuff)
- Let participants sit with professors/ other MIT students during brunch to facilitate conversation

3. ??? ☺

We are thinking of re-structuring Outreach and moving E-week under Off-Campus Outreach. You guys have the room to make an entire new event! I'm currently talking with exec about the following project:

High School Internship/ Competition Program in Collaboration with Emergent Behavior of Integrated Cellular Systems (EBICS)

- EBICS is a new inter-university team of some really awesome labs at MIT. They're mainly focused on tissue engineering/ synthetic biology. They have a budget for some sort of high school program during the summer, but they're not really sure what to do with it.
- I want to have a long-term program where students come on campus to learn more about experimental design in synthetic biology/ tissue engineering. You guys don't have to give these lectures of course, just find a few professors/ other students (there's a new synbio student group starting up, SynBUM) to talk to them instead. We'll guide them on working on a proposal for a project they want to do during the summer.
- We'll then have a competition at the end of the program where students submit their research proposals. The prize is to be able to work in an EBICS lab during the summer!

But of course, this doesn't have to be under Event Outreach. Feel free to make up your own!