**2015 *NWO STEM Teaching Symposium* Planning document**

**Group: (e.g., 6A, 7B)** \_\_\_\_\_\_\_\_\_\_\_\_

**1. Who is in charge of bringing the powerpoint/prezi?**

(print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Who is in charge of bringing a back-up copy of powerpoint/prezi?**

(print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Who is in charge of bringing student-work samples (if applicable)?**

(print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Who is in charge of bringing copies of anything to distribute (i.e., copy of lesson and other related materials)?**

(print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Who is in charge of bringing manipulatives, technology(ies), or other tools for the presentation (if applicable)?**

(print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Remember, you will NOT have a document camera or access to one. Thus, please bring handouts for items you want to share or participants to see.**