Purpose
The purpose of this day-long conference, sponsored by the Office of Precollegiate Programs for Talented and Gifted at Iowa State, is to expose middle school students (grades 6, 7, and 8) to careers in math, science, computer technology, creative arts, and community involvement.

Location
The conference is held in the Sun Room of the Memorial Union on the Iowa State campus.

Conference Format
The conference is designed for individual participants to move from session to session. School/community groups do not move between sessions as groups. All sessions are supervised by presenters, Iowa State staff, and Iowa State student volunteers. Volunteers are present between sessions to ensure smooth transitions and provide help when needed. Iowa State escorts are provided for sessions that leave the Memorial Union.

Cost
All registrants (students and adults) pay a $12 conference fee. Registrations may be paid by company, school or personal check, or school purchase order. With documentation from the school, students who qualify for free/reduced school lunch will be admitted free of charge.

Confirmation and Cancellation
Attendance will not be confirmed until full payment is received by the OPPTAG office. Registrations are accepted on a first-come, first-served basis due to space restrictions, and we may exceed capacity before the deadline date! The Group Coordinator will receive one confirmation, via email, for the group. We are unable to issue refunds due to facility obligations. We can, however, transfer the fee to a substitute attendee if given adequate notice.

Supervision During Conference
The staff and volunteers of the I-Series program are present to help the conference run smoothly. Adult chaperone supervision is required for all students attending the conference, and it is their responsibility to provide extra supervision/guidance for students when needed. Please plan your adult-to-student ratio accordingly; we recommend at least one adult for every ten student participants.

Group Coordinators
Most participants attending the conference are part of a large or small group. An adult Group Coordinator who serves as the communication coordinator for the community/school group must be indicated on the registration form. This person will receive confirmation emails, check the group in on conference day, and act as the emergency contact.

Emergency Phone Calls
On the day of the conference, emergency phone calls for attendees can be directed to the OPPTAG cell phone at 515 290-3704.

Directions/Parking/Drop-Off
From I-35, take Exit 111B (30 West) OR from Highway 30, take Exit 146 (University Blvd). Turn left (north) onto University Blvd. if coming from the West OR, if coming from the East, turn right (north) onto University Blvd. Continue past our football stadium and the Iowa State Center to the fourth traffic light. Turn left onto Lincoln Way and proceed west for about 3 blocks. Just after you pass Ash Ave. you will see the Memorial Union Parking Ramp. Cars: Turn right and use the parking ramp; parking tickets will be validated by OPPTAG. Buses: Turn right and drop off/pick up students on the south side of the Memorial Union. School buses are no longer permitted to drop off/pick up on the north side of the building. At the end of the driveway, turn left onto Morrill Road and go back to Lincoln Way for your return to parking. Buses may park at the Iowa State Center, south of Center Street.

Check-In
Check-in is from 8:15 to 8:50 a.m. in the Sun Room of the Memorial Union. We often end up with groups that don’t arrive until after 9:00, which is when the opening informational session starts. Please make every effort to be here before 8:50 a.m. so your students are able to hear the important information announced in the opening session. The Group Coordinator will receive an envelope containing a listing of their students including assigned sessions and nametags for each participant.
Weather

Please come prepared for inclement weather. Most sessions involve outdoor tours or walking outdoors to reach a session in another building on campus. If rain or snow is expected, be sure to bring appropriate rain/winter gear, as we do not cancel outdoor tours and sessions.

Special Accommodations or Dietary Needs

If you require special accommodations, contact us via email with the details of your needs at opptag@iastate.edu no later than two weeks prior to the conference.

Visiting the Bookstore, etc.

We appreciate and understand the importance of trying to fit everything in while being on the Iowa State campus. However, because there are 200-225 students in attendance and all of these students are minors, it is very important to our staff that we do the best we can (with the assistance of Group Coordinators) to keep track of the participants. If you would like to visit the University Bookstore or other campus locations, please allow time in the morning prior to the conference opening or after the conference is over. (Bookstore hours: 7:45 a.m. – 6:00 p.m.)

Session Assignments

Sessions are assigned on a first-come, first served basis. If students do not receive their first or second choice for sessions, it is because those sessions filled prior to receiving your group's paid registration. Therefore, applying early is important, as many sessions fill up before the deadline. All participants need to attend their assigned sessions. This is very important for the conference to run smoothly and for participants to be located should an emergency arise. Please be respectful of session presenters and other participants.

Nametags

Nametags are to be immediately visible to conference staff, volunteers, and presenters. This aids in identifying conference participants and guiding them to assigned sessions.

Electronic Devices

If you must carry an electronic device (cell phone/pager/music), please be sure that the sound is turned off during all conference events. Group Coordinators will want to have cell phones on vibrate mode in case they need to be contacted.

Disruptive Participants

Participants who are not following conference expectations will be escorted to the Conference Headquarters in the Memorial Union where they will wait until their Group Coordinator can be located or their parent/guardian (independent participants) can be contacted.

Lunchtime

Require your participants to check-in with you at lunchtime on conference day.

Smoke-Free Campus

Iowa State is a smoke-free environment. Smoking is not permitted anywhere on campus.

Suggestions for Group Coordinators

We believe the following suggestions for Group Coordinators will provide an enhanced experience for all students attending the conference:

1. Thoroughly read all conference materials ahead of time.
2. Due to space restrictions and wanting to accommodate as many schools as possible, please limit your number of students to 10-15.
3. Be sure to sign up only the number of students you expect to attend – we are unable to issue refunds!
4. Let conference organizers know as far in advance as possible if there are changes to your registrant list.
5. Please bring only students who were registered before the conference due to capacity requirements. We would love to be able to accommodate everyone who wants to attend, but we are limited by facility space and will not have room for additional students.
6. Make sure students who sign up for the conference understand the day requires more individual responsibility and independence than a normal school day; attendance at the conference is a privilege.
7. Make sure students who registered for the conference understand the purpose of the conference.
8. Make sure all attendees understand before arriving at the conference that they were placed into sessions based on the receipt of their paid registration, and they may not be assigned to their top choices. The goal of the conference is to explore different possibilities. A reminder of this goal can go a long ways towards a positive day.
9. Help students understand that the diversity of conference attendees, presenters, and Iowa State student/staff may be different from what they are used to at their school. It is important to be respectful of all individuals encountered throughout the day.