SAVE the DATE & change Your Life

If you are studying Science, Technology Engineering, or Mathematics, then save October 29 – October 31, 2010 to attend the The National Women of Color STEM Conference in Dallas, Texas at the Sheraton Dallas Hotel.

2010 DIEL Program
Development Institute for Emerging Leaders
is hosted by the National Women of Color STEM Conference
A multicultural event for men and women in the science, technology, engineering, and mathematics fields.

» DIEL CAREER FAIR
Meet face-to-face with Fortune 500 companies and government employers to talk about internships and full-time jobs.

» NETWORKING OPPORTUNITIES
Meet and share information with your peers and with top decision-makers who can help your career.

» SEMINARS AND WORKSHOPS
Get up-to-date information on the most current, in-demand skills and workforce trends.

» MENTOR MATCHING
Connect with award-winning executives and learn about taking the next steps towards a rewarding career.

FREE CONFERENCE REGISTRATION, LODGING, MEALS, AND TRANSPORTATION FOR ELIGIBLE STUDENTS.
Limited free registrations available.
Student pricing done by zones
Now recruiting campus coordinators to lead students groups to the conference!
Email or call for additional details.

For more information:
Please email university-events@ccgmag.com, call (410) 244-7101 ext. 3, or visit www.womenofcolor.net

Co-hosted by IBM.
**On Campus Student Recruitment**

Begin by identifying the students that may be interested in attending the conference. While juniors and seniors are the obvious groups, bear in mind that freshmen and sophomores students also stand to gain invaluable insight into the workings of corporate America and about building a career by attending the conference.

Once you have identified the students, set-up a time and place for a meeting and distribute information about the conference. It would be helpful to post meeting information in key areas on campus that are readily accessible to students.

**Conducting an On-Campus Meeting**

The overall goal of the meeting is to discuss the purpose of CCG's DIEL Program and what you expect each student to gain by attending the conference.

**Key Talking Points**

1. **CCG Development Institute for Emerging Leaders (DIEL)** is a comprehensive student leadership and professional development program designed to give students a competitive edge when they enter today's global workforce.

   The program is offered exclusively at CCG Conferences.

   Program Benefits
   - Opportunity to learn the fundamentals of career management
   - Gain insights into the "hidden" job market
   - Exposure to corporate recruiters & hiring managers
   - Access to online information, on-campus instruction

   Students can connect with top HR professionals from Fortune 500 companies and network with the awardees and other attendees at both conferences.

   The conference producers have underwritten a significant portion of the program in order to make it affordable for students.

2. **Go over the conference information and a deadline dates.**

3. **The meeting must include a discussion about the registration fees.** Fees are based on the geographic proximity of colleges and universities to the conference site. In cases where fees are prohibitive for deserving and committed students, your school may elect to assist with making up the difference. Please see the attached Pricing Sheet to locate your zone and student payment.

4. **Stress the importance of students posting their resumes via the online database system at:**


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### Student Registration

1. Please visit conference web site for more information.
   - BEYA STEM Global Competitiveness Conference: [www.beya.org](http://www.beya.org)
   - WOC STEM Conference: [www.womenofcolor.org](http://www.womenofcolor.org)

2. Collect student deposits or full payments and forward to the conference headquarters. **Payment by credit card or school purchase order is best at time of registration.**

3. Please make every effort to adhere to the student registration deadline date as listed below in order to secure your groups’ space at the conference.

<table>
<thead>
<tr>
<th>Conference Name</th>
<th>Student Registration Deadline Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women of Color STEM Conference</td>
<td>October 5, 2010</td>
</tr>
<tr>
<td>BEYA STEM Global Competitiveness Conference</td>
<td>February 1, 2011</td>
</tr>
</tbody>
</table>
Transportation

1. After your first meeting with the potential student attendees, you will get a sense of how the group will travel to the conference.

2. We require that you provide a copy of mode of transportation if your university is in zone 4. The required documentation should be faxed to Kayenecha Daugherty, Outreach & University Events Manager at (410) 752-1837.

3. Motor coaches with passenger capacity of 47 or 55 will be arranged for your group. For maximum efficiency, we require that groups consist of a minimum of 40 students. **Should your group size fall below the minimum required, we will attempt to fill the gap with students from another campus either nearby or on the route to the conference.

4. Travel arrangements will be scheduled to ensure that your group arrives at the conference hotel by 3:00 p.m. Students providing their own transportation must also plan to arrive by 3:00 p.m. Parking is available at the student hotel, the parking fee is the responsibility of the student(s).

5. You must notify conference management by the specified dates below of the final numbers of your students and your mode of transportation so that timely and cost effective travel arrangements can be made.

<table>
<thead>
<tr>
<th>Conference Name</th>
<th>Air Travel</th>
<th>Bus Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women of Color STEM Conference</td>
<td>September 28, 2010</td>
<td>October 5, 2010</td>
</tr>
<tr>
<td>BEYA STEM Global Competitiveness Conference</td>
<td>January 11, 2011</td>
<td>January 18, 2011</td>
</tr>
</tbody>
</table>

Hotel Accommodations

All reservations must be made through conference management. Students should not contact the hotel directly. When the coordinator has confirmed the schools attendance, a hotel rooming assignment sheet will be provided. The rooming list must be completed and returned to Kayenecha Daugherty via fax (410) 752-1837 or emailed kdaugherty@ccgmag.com by the date listed below.

<table>
<thead>
<tr>
<th>Conference Name</th>
<th>Conference Student Rooming List Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women of Color STEM Conference</td>
<td>October 5, 2010</td>
</tr>
<tr>
<td>BEYA STEM Global Competitiveness Conference</td>
<td>February 1, 2011</td>
</tr>
</tbody>
</table>

Please be advised that not meeting the deadlines provided in this guide creates increased possibilities of onsite complications for your group. We understand that there may be difficulties with meeting deadlines, but we must inform you of the potential consequence of complications so that there is no surprise if difficulties arise on site.

Coordinators may find it helpful to join the informational conference call for each conference. The calls will be held on the following dates. Coordinators will be provided with the exact time and call-in numbers closer to the event.

<table>
<thead>
<tr>
<th>Conference Name</th>
<th>Conference Call Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women of Color STEM Conference</td>
<td>October 15, 2010</td>
</tr>
<tr>
<td>BEYA STEM Global Competitiveness Conference</td>
<td>February 1, 2011</td>
</tr>
</tbody>
</table>

Cancellation Policy

In order to receive a refund, cancellations must be requested in writing and postmarked at least seven (7) days prior to the conference. A $25.00 processing fee per registration will be deducted to cover administrative costs. Conference management will make every effort to process refunds within 6 weeks after the conference.

Registration Packet Distribution

Registration packets consisting of name badges, student itineraries, and other conference information will be distributed to the Campus Coordinators on site during check in.
Student Registration Packages
2010 - 2011
Dallas, TX & Washington, DC

Student Zone Designations & Registration Packages

<table>
<thead>
<tr>
<th>Local A</th>
<th>Local B</th>
<th>Zone 1</th>
<th>Zone 2</th>
<th>Zone 3</th>
<th>Zone 4**</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 60 Miles from Conference Site</td>
<td>Up to 130 Miles from Conference Site</td>
<td>131-195 Miles from Conference Site</td>
<td>196-325 Miles from Conference Site</td>
<td>326-585 Miles from Conference Site</td>
<td>More 586 Miles from Conference Site</td>
</tr>
</tbody>
</table>

Registration Includes:

No Transportation
No Hotel Accommodations
Student Workshops and Seminars
Student Luncheon
Awards Ceremony Ticket
Networking Receptions
Career Fair Admission

Registration Includes:

Bus Transportation*
Two (2) Nights Hotel Accommodations (Fri. & Sat.)
Student Orientation & Reception
Student Workshops & Seminars
Awards Ceremony Ticket
Networking Receptions
Career Fair Admission
Student Luncheon

**Student arranges own transportation to/from conference (ZONE 4 ONLY)**

Student Registration Package Costs

<table>
<thead>
<tr>
<th>Zone</th>
<th>Mode of Travel</th>
<th>No Room</th>
<th>Single</th>
<th>Double</th>
<th>Quad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local A</td>
<td>Sat. Only $50</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Local B – Fri &amp; Sat.</td>
<td>Bus</td>
<td>N/A</td>
<td>$360</td>
<td>$140</td>
<td>$100</td>
</tr>
<tr>
<td>Zone 1</td>
<td>Bus</td>
<td>N/A</td>
<td>$285</td>
<td>$165</td>
<td>$125</td>
</tr>
<tr>
<td>Zone 2</td>
<td>Bus</td>
<td>N/A</td>
<td>$335</td>
<td>$215</td>
<td>$175</td>
</tr>
<tr>
<td>Zone 3</td>
<td>Bus</td>
<td>N/A</td>
<td>$360</td>
<td>$240</td>
<td>$200</td>
</tr>
<tr>
<td>Zone 4</td>
<td>Open</td>
<td>N/A</td>
<td>$160**</td>
<td>$40**</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Round-trip charter bus transportation provided from colleges/universities with groups of 40 or more. Groups under 40 will be scheduled to ride with other groups traveling from the same area. Schools must have signed agreements no later than three weeks before the conference to take advantage of the bus transportation.

**Groups in Zone 4 will receive free hotel and registration when providing own transportation. Free hotel for Zone 4 includes a quad occupancy room. Prices are for upgrades.
# CAMPUS COORDINATOR AGREEMENT

**First Name**  
**Last Name**  
**Title**  
**Year in School (students Only)**  
**Organization**  
**E-Mail**  
**Street Address**  
**City**  
**State**  
**Zip**  
**Phone**  
**Fax**  
**Cellular**

## Your Job:
- **Coordinate the attendance of students to CCG Conference(s).**
- **Distribute promotional material provided by the conference headquarters to potential students.**
- **Conduct meetings with potential students to discuss the event and the benefits to the student’s professional development.**
- **Request a visit from a conference representative to assist with or make the student presentation if necessary.**
- **Direct students to pay on registration web site or collect student deposits or full payment and forward to the conference headquarters.**
- **Work with the Conference’s Outreach & University Events Manager to facilitate travel and hotel arrangements.**
- **Serve as on-site contact person for students and program management while at the conference.**
- **Coordinate the distribution of information and materials to students attending the conference.**
- **Encourage and monitor student participation in scheduled conference activities.**

## Your Reward:
- **Complimentary registration to the conference.**
- **Single occupancy room at assigned student hotel.**
- **Complimentary round-trip transportation with your student group.**
- **Recognition at the Student Orientation.**
- **$100 stipend for all student coordinators bringing a minimum of 40 students.**

*Note: In order to receive compensation student must be enrolled at the participating school. This does not apply to faculty or staff coordinators.*

Yes, I agree to serve as Campus Coordinator for the following conferences:

**Women of Color STEM Conference:** Students arrive October 29, 2010 Students depart October 30, 2010 – Dallas, TX  
My target goal of students attending is ________.

**BEYA STEM Global Competitiveness Conference:** Students arrive February 18, 2011 Students depart 20, 2011 – Washington, DC  
My target goal of students attending is ________.

I have read the information contained in this document and accept the responsibilities and duties outlined. I find the compensation acceptable. I also understand that if I am unable to perform my duties to an acceptable level of success that I may not be entitled to some portions of the compensation. Please provide contact number for on-site emergency: ________________________________________________________

Your Name_________________  
Faculty Advisor Name_________________  
Signed_________________  
Date_________________

*Note: This form MUST be on file at our office in order to receive the campus coordinator benefits. Please fax to 410-752-1837*
Looking for an interesting career or internship?

Event: Science, Technology, Engineering and Math Internships & Job Fair Event

Wanted: Students majoring in STEM-related fields

What: Annual Career and Internship Fair
Meet face-to-face with Fortune 500 corporations and government employers.
Attend the Women of Color STEM Conference career fair to find the best careers, internships and networking opportunities.

Who: Junior college, undergraduate, and graduate students

When: Saturday, October 30, 2010

Time: 10:00 a.m. – 4:00 p.m.

Where: Sheraton Dallas Hotel
400 North Olive Street
Dallas, TX 75201

Cost: Admission is FREE

Dress to impress and bring plenty of updated resumes!

For more information, contact CCG’s campus coordinator 410-244-7101 ext. 3 or university-events@ccgmag.com

www.womenofcolor.net

Networkng Opportunities

Companies Presented

- Fluor
- IBM
- Noblis
- Corning
- NASA
- Booz Allen Hamilton
- Gulfstream Aerospace Corporation
- BAE Systems
- Lockheed Martin Corporation
- Northrop Grumman
- Raytheon Company
- The Boeing Company
- Constellation Energy
- US Army
- General Dynamics Corporation
- Navy Recruiting Command
- MITRE
- Wal-Mart
- US Navy
- EXELON
...and many more

Meet face-to-face with Fortune 500 Corporations

Find us on...