General Information for the 2015 Texas A&M University Society of Women Engineers
High School Conference

Howdy! We are so excited to have you joining us on campus soon and want to make sure we do everything we can to make the experience as enjoyable as possible. The following information will help you to be fully informed and prepared.

What to Bring

All attendees:

Everyone should bring a refillable water bottle and a small umbrella or raincoat. Please wear comfortable walking shoes, as we will be walking long distances across campus. The dress code for the entire event, including Friday’s banquet, is casual (jeans and t-shirts are acceptable). For security reasons at check-in, we will ask to see some form of photo identification from ALL attendees, whether student or adult. See the check-in and check-out procedures section for more important details.

Students staying overnight on campus:

Bring your luggage with you to check-in. We will be taking care of delivering it to the dorm areas and storing it for you during the day on Friday and Saturday. Please bring a sleeping bag, pillow, towel, toiletries, and anything else you may need for an overnight stay. It can be cold in the dorms, so you may want to bring a sweatshirt as well. Please make sure that all luggage is clearly labeled with your name and phone number. We recommend you also have a small backpack or purse for during the day, as you will not have access to your luggage until Friday evening.

What will be Included

Parents and educators are welcome to attend our event. However, those who did not register individually beforehand and pay the registration fee will have somewhat limited access to the entirety of the conference. For the students, parents, and educators that registered, meals will be provided. This includes lunch and dinner on Friday, as well as breakfast and lunch on Saturday. Those who are not registered will not be served any meals and will not be able to attend the parts of the conference that have limited space (e.g. class visitations). No parents or educators will be allowed to participate in either of the design competitions, regardless of if they registered.
**Class Visitation Information**

Registrants will be able to visit a class while they are here. Visitations will be assigned based on the preference selected on your registration form, but each class has a limited number of seats. *We cannot guarantee that students will attend a class or lab tour directly pertaining to the type of engineering that they indicated an interest in on their registration forms.*

**Parking**

Visit aggiemap.tamu.edu to see where all the lots and buildings are located on campus.

All participants parking on campus (adult attendees, parents, teachers, etc.) are responsible for their own parking arrangements. For Friday, attendees can purchase pre-paid visitor parking passes at the rate of $5/weekday at the following link:


Please create an account and when prompted enter Lot 100 as your parking permit choice. This is the closest pre-paid parking lot to the MSC and the other buildings where the conference will be held. You will only need to pay for Friday as Lot 100 is free on the weekend.

No one should be parking on campus overnight, as students spending Friday night in the dorms should have been dropped off by the adult signing them in at check-in.

**Educators with student groups:**

Educators traveling with a large group of students in a bus will need to arrange their parking with Texas A&M Transportation Services. Please call Transportation Services Bus Parking at 979-862-2551 to sort that out. Students will not be allowed to return to their bus after check-in, please bring all belongings with you.

**Main Rules**

We do not have a lot of rules, but those that we do have are important:
1. You may NOT leave our event without having an approved adult listed on your registration forms sign you out first.
2. If you stay on-campus with a student host Friday night, you are not to leave campus at all (and your dorm hosts know this!)
3. Do not leave the group as we walk through campus.
4. Follow all instructions given to you by conference volunteers.
Check-In and Check-Out Procedures

For safety and liability reasons, an approved adult (parent or otherwise) must physically accompany each student for all check-in and check-out procedures. For our purposes, an approved adults is defined as follows.

An approved adult must:
- be 18 or older
- show a valid government-issued photo ID
- be listed on the student’s registration form, which must be submitted online prior to the conference and an additional physical signed copy must be brought to check-in.

Check-in will begin at 8:00 Friday morning in Koldus 110 and 111. All attendees will be required to present their ID. Student attendees must be checked in accompanied by an approved adult pre-listed on their registration forms, who will also be asked to present a photo ID. In addition to registering online, all attendees should bring a signed paper copy of the registration form with them to check-in.

Temporary check-out is for all those staying off campus Friday night and returning to the conference Saturday morning. If a student attendee is not staying on campus in the dorms, an approved adult listed on their registration forms must be present to sign them out that night after the banquet ends at 9:00 in Koldus 110 and 111. The adult will be asked to show a government-issued photo ID and sign a temporary check-out slip.

Re-check-in on Saturday morning for students who left campus Friday night will also require the presence of a pre-listed, approved adult, who will be asked to present a photo ID. Please check back in during breakfast at 8:30 in Koldus 110 and 111.

Final check-out will also require the presence of a listed, approved adult who must show a photo ID. Attendees will check out and leave from Koldus 110 and 111 following the close of the conference around 5:00 Saturday afternoon.

Again, we are looking forward to finally meeting all of you! In the meantime, if you have any questions, please do not hesitate to ask us at hsc@swetamu.org.