

Dear Educator,

Congratulations! Your school/district has been selected to participate in **TECH 2012** on **Wednesday, May 2, 2012** at the State Capitol Building in Springfield! Approximately 70 schools from throughout the state have been selected to participate.

Through your team demonstration at TECH 2012, your students will be key technology ambassadors to the legislators who serve your school, and with your help we hope that the State of Illinois will increasingly support technology funding for all schools in Illinois.

Please read the enclosed information carefully, and respond to this letter by sending an email to TECH 2012 committee member, Allison Larsen (AJLarsen90@gmail.com), confirming your participation in the May 2nd event (if you haven't already). **A response by February 15 is appreciated.** If your school is unable to participate, please inform us ASAP so that we may offer this opportunity to another deserving school from your legislative area.

Your team will be provided a 4' space on an 8' demonstration table in the State Capitol's Rotunda. (Two schools will be sharing an 8' table. Please plan accordingly.) The set-up is similar to a science fair. Attendance at the demonstration table is limited to a total of **four** participants from each school (one or two staff members with two or three students). Four TECH 2012 t-shirts will be distributed at the event for the participants to wear on May 2.

Enclosed with this letter are the following documents:

- ❖ **TECH 2012 Timeline** - This document outlines what you should expect to receive related to mailings and/or emails before and after the event.
- ❖ **Sample Letter to Legislators** – Please use this template to send a notice to your locally elected state legislators, inviting them to attend TECH 2012.
- ❖ **Tell Your School's Technology Story** - In order to educate your legislators about your school's educational technology needs, please write a story of technology uses in your school. We ask that you distribute this story at the event.
- ❖ **Important Info For A Great Day At TECH 2012** - This is an overview of what to bring and what not to bring. It also outlines State Capitol Building security measures.
- ❖ **Publicizing Your Participation in TECH 2012** - Please use this document to help publicize the event to your legislators and local media.
- ❖ **Sample Press Release** - It's important that your school and this event receive publicity. Please use this template and send press releases to your community newspapers.

This is a very exciting opportunity for you and your students. You should be proud to have been selected.

Thank you! We're looking forward to your participation! Please be sure to confirm your participation by sending an email to Allison Larsen (AJLarsen90@gmail.com) by Feb. 15.

Sincerely,

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