



## TECH 2012 TIMELINE

The following is a timeline relating to mailings and emails you should expect to receive from the TECH 2012 committee over the next few months. When appropriate, an email will accompany the mailings and these documents will also be available on the Tech 2012 website at [http://www.iceberg.org/tech\\_2012](http://www.iceberg.org/tech_2012). Please also check the website periodically for event updates.

### **NOW:**

If you haven't already, please send an email to Allison Larsen (Ajlarsen90@gmail.com), confirming your participation in the May 2nd event. **A response by Feb. 15 is appreciated.** If your team is unable to participate, please inform us quickly so that we may offer this opportunity to another deserving school.

### **MID-MARCH, 2012:**

You will receive a pre-event packet in the mail that will contain the following:

- **Table and Time Assignment** – Set-up times will be staggered. You may be assigned a 12:30-3:00pm time slot or a 12:45-3:00pm time slot. No morning demonstrations will take place this year.
- **Equipment Unloading Instructions** – Security at the Capitol is tight. Your team will be asked to follow special unloading/loading directions.
- **Event Checklist** - A final checklist of what to bring and what not to bring will be included in this packet. Be sure to bring only easily portable tabletop displays that can fit on a 4' tabletop surface. Please do not bring monitors any larger than 21", projection devices or whiteboards.
- **Prize Drawing Form** – TECH 2012 demonstrating school teams that invite their legislators and local media to the event, provide a "technology story" at the event, and invite their legislators to visit their school after the event are eligible to participate in a prize drawing of a digital camera worth approximately \$200. The drawing will take place after the event.

### **MARCH 15, 2012:**

If you typed in "TBA" on your online application for the names of the people on your demonstration team, please email Allison Larsen, [Ajlarsen@earthlink.net](mailto:Ajlarsen@earthlink.net), the missing information by April 1 for inclusion in the program booklet.

### **DAY OF EVENT, WEDNESDAY, MAY 2, 2012:**

When you arrive at TECH 2012 on May 2nd, you will receive the following:

- **Table Assignment/Registration Packet** – When you arrive at the event, check in at the registration desk to retrieve your on-site packet of information and for directions to your demonstration table.
- **McDonald's Restaurant Coupons** – To assist your team with meal planning after the event, certificates for McDonald's will be provided in your on-site packet.
- **T-shirts** – TECH 2012 t-shirts will be given to each demonstrating team at the registration desk. Please plan to wear the t-shirts during the event. Note: Additional t-shirts will not be available.
- **Program Booklet** – Your school will be provided one copy of the TECH 2012 program booklet.
- **Certificate of Participation** – Your team will be provided a certificate for participating in TECH 2012.

### **AFTER THE EVENT:**

Please be sure to invite your legislators to visit your school to show them the importance of technology in your school classroom.

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