Preparing the Technical Workforce through Innovation, Creativity & Practice
The agenda for the 2015 ATE PI Conference offers opportunities for ATE project and center participants to conduct panel presentations, lead demonstrations, and facilitate discussion sessions. Please read the session guidelines below. The submission deadline is Friday, August 21.

**Session Criteria**

Sessions will be selected based on their alignment with the conference theme, *Preparing the Technical Workforce through Innovation, Creativity & Practice*, and the ability of session leaders to:

- Share case studies, experiences, promising strategies, and lessons learned that demonstrate project or center impact in one of the topic areas identified by the conference tracks.
- Focus on learning experiences and promising strategies that are common or relevant across disciplines and different project areas.
- Engage participants in interactive learning activities and provide take-away resources that participants can use in their own programs.
- Emphasize collaboration among ATE centers or projects.

**Session Collaboration**

AACC provides information on its conference website to assist ATE projects and centers with identifying potential session collaborators and like projects—such as searching through [ATE Central](http://atecentral.org) or the NSF awards database. AACC reserves the right to identify similar session proposals and ask those submitting to work together on conducting a session, as well as the right to change the presentation type as needed to adhere to session guidelines.

**Session Tracks**

In keeping with the conference theme, session submissions for the 2015 ATE Conference are encouraged in the following seven tracks.

- **Track 1: PI 101 – Sharing Best Practices in Grants Management and Program Administration.** Examples of content in this category may include: project and fiscal management; meeting evaluation and accountability challenges; working with college administration; planning for ATE showcases; preparing annual reports; and dealing effectively with unforeseen project changes.

- **Track 2: Educating Technicians – Innovation and Creativity in Practice.** Examples of content in this category may include: evidence-based teaching strategies; undergraduate research; competency-based learning; work-based learning; stackable credentials; credit for prior work experience; problem or case-based learning; internships; apprenticeships; bridge programs; online learning; and assessment strategies and resources.

- **Track 3: Developing STEM Leaders in Innovation**
  Examples of content in this category may include: faculty development for community college faculty; methods and models for professional development; faculty externships; leadership development; new PI succession planning; and mentoring programs.

- **Track 4: Engaging Students for Success in STEM**
  Examples of content in this category may include: interactions with secondary school CTE programs; dual enrollment; professional development for secondary school teachers; career pathways; career coaches; and strategies for recruiting and retaining underrepresented students.

- **Track 5: Advancing Innovation through STEM Research and Evaluation.** Examples of content in this category may include: strategies for conducting institutional and educational research; partnering with four-year colleges on student learning outcomes; strategies for capturing good impact data; and evaluation.

- **Track 6: Engaging Business and Industry – Workforce and Economic Development.** Examples of content in this category may include: developing and supporting industry partnerships; responding to industry trends; addressing emerging career fields, emerging technologies, and workforce development needs; and implementing entrepreneurship and innovation strategies.

- **Track 7: Preparing the Technical Workforce by Broadening the Impact of ATE.** Examples of content in this category may include: strategies for sustaining and scaling programs; creating and leveraging partnerships; determining regional and national impact; outreach and marketing to external constituents such as students, secondary schools, guidance counselors, parents, funders, and/or the community.
Session Formats

Proposals will be accepted as one of the formats described below.

**PANEL**

A panel session should involve two, but no more than three presenters and a facilitator. Preference will be given to sessions that involve presenters that represent different projects and centers. Session proposals that focus solely on a general report out of a project’s or center’s activities will not be accepted. Panels should include an experienced facilitator who will post 2-3 thought-provoking questions to the panelists. The session proposal should address how the panelists will coordinate their presentations and the general topic of the panel. The submitter is responsible for coordinating the presentations in advance. The session must allow for audience participation and interaction through questions and discussion, and share promising strategies and lessons learned in accordance with the session criteria.

Session Length: 75 minutes
Time Slots: Thursday, October 22 from 2:30 – 3:45 p.m. or 4:00 – 5:15 p.m.
Session Capacity: Varies, up to 50 people
Maximum Number of Presenters: 3 presenters/1 facilitator
AV Provided: Panel rooms will be equipped with a computer, LCD projector, and screen.

**DEMONSTRATION**

Demonstrations are formal 30 minute presentations that show how to use or apply a pedagogical tool or concept. The abstract should describe how the presenter (or a small number of presenters) will walk attendees through a clear, step-by-step explanation of the concept or tool, how it compares to other teaching and learning tools, its strengths and weaknesses, and how it can be best be applied or implemented. Presenters should be an expert on the concept or tool they are presenting.

Session Length: 30 minutes
Time Slots: Thursday, October 22 from 2:30 – 5:15 p.m.
Session Capacity: Varies, up to 40 people
Maximum Number of Presenters: 3 presenters
AV Provided: Demonstration rooms will be equipped with a laptop computer, LCD projector, and screen.

**BIRDS OF A FEATHER**

The Birds of a Feather discussion sessions offer an interactive venue for ATE grantees to share promising practices and lessons learned with other members of the ATE community as well as to network, share insights, and explore ways to collaborate. Discussion moderators serve as facilitators of interactive, substantive discussions and small group activities. In order to provide maximum opportunity for small group discussion, moderators must keep any introductory remarks to **no more than 15 minutes** and use those remarks to frame the discussion.

Session Length: 75 minutes
Time Slots: Thursday, October 22 from 2:30 – 3:45 p.m. or 4:00 – 5:15 p.m.
Session Capacity: Varies, up to 30 people
Maximum Number of Moderators: 2 people
AV Provided: There is no AV provided for discussion sessions. Flip charts and markers are available if requested prior to the conference.

**LIGHTNING ROUND**

The Lightning Round session format offers ATE grantees an opportunity to share a highlight or innovation from their work through a brief presentation. Proposals for Lightning Rounds can be submitted in one of the following two areas: (1) Emerging or Enabling Technologies – provide an overview of recent changes and innovations in a technological field; or (2) Soft Skills – provide an overview of a proven practice in implementing soft skills into pedagogy for technician education.

Note: Presentations are limited to no more than 6 minutes in length with the optional use of 3-4 PowerPoint slides. A brief question and answer period will follow the presentations.

Presentation Length: 6 minutes
Time Slots: Two Lightning Round sessions will be offered Thursday, October 22; one from 2:30 – 3:45 p.m. and the other from 4:00 – 5:15 p.m.
Session Capacity: Varies, up to 50 people
Number of Presenters: Up to 10 presenters will be selected to participate in each of the Lightning Round sessions.
AV Provided: Lightning Rounds will be equipped with a laptop computer, LCD projector and screen. Presenters are limited to 3-4 slides for their presentation.

**BREAKFAST ROUNDTABLES**

Breakfast roundtables provide a forum for informal discussion of a topic among a small group. Attendance is first-come, first-served and limited to a maximum of 12 people including the moderator seated around one round table.

Session Length: 60 minutes
Time Slots: Thursday, October 22 or Friday, October 23 from 7:45 – 8:45 a.m.
Session Capacity: 12 people including the moderator seated around one table
Maximum Number of Moderators: 1 person
AV Provided: There is no AV provided for breakfast roundtables. Moderators typically bring handouts or take-aways for participants.
ATE Projects: Each ATE project will receive two complimentary registrations. Projects may also bring up to three additional people, each of whom must pay a $300 registration fee. ATE projects may register up to a maximum of five people to attend the conference. For the purposes of this invitation, renewals of a previous grant count as only one project or center.

ATE Regional, Resource, and National Centers: Each ATE center will receive two complimentary registrations. Centers may also bring up to five additional people, each of whom must pay a $300 registration fee. ATE centers may register up to a maximum of seven people to attend the conference. For the purposes of this invitation, renewals of a previous grant count as only one project or center. Please note that ATE center planning grants are counted as an ATE project.

Multiple ATE Grants: Colleges or institutions with more than two ATE grants can register up to a maximum of 15 people to attend the conference. Multiple projects or centers will receive a maximum of five complimentary registrations. They may also bring up to ten additional team members, each of whom must pay a $300 registration fee.

ATE Projects and Centers in No-Cost Extensions: ATE projects and centers in no-cost extensions may be invited to attend the event as space permits. Invited projects and centers in no-cost extensions can bring up to two people to attend the conference, each of whom must pay a $300 registration fee.

Registration Substitution and Cancellation Policy: Please note that all participant registrations that require payment are responsible for their registration fees if they do not cancel and do not attend the conference. Participant substitutions can be made at any time by emailing ate@aacc.nche.edu. Refunds minus a $25 cancellation fee will be made after the conference for cancellations received in writing by Friday, October 9, 2015. No refunds will be issued for cancellations received after October 9, 2015.

ATE Projects and Centers in No-Cost Extensions may also bring up to five additional team members, each of whom must pay a $300 registration fee.

Hotel & Travel Information

Lodging: The conference will be held at the Omni Shoreham Hotel, 2500 Calvert Street, NW, Washington, DC (phone 1-800-THE-OMNI or 202-234-0700). All participants are responsible for making their own hotel reservations. Reservations can be made online through the “Hotel and Travel” page of the ATE Conference website or by calling 1-800-545-8700. When calling the hotel, be sure to say that you are a part of the ATE Conference. You will be required to provide a credit card number to guarantee your room and cover any incidental fees accrued during your stay. Please make your own hotel reservations before Thursday, September 24. If reservations are not made by September 24 (the cut-off date for guaranteed room reservations and special conference rate), you will be responsible for any difference in room costs above the conference rates.

Hotel Costs: AACC will cover lodging expenses for designated participants: two rooms for projects and two rooms for centers for the nights of October 21 and 22. Colleges or institutions with more than two ATE grants will receive lodging expenses for a total of five rooms for the nights of October 21 and 22. These rooms will be billed to the AACC master account following the September 24 cut-off date, but incidental expenses are the responsibility of the attendees.

Hotel Costs and Designated Participants: The participants that register as complimentary on a grant (two for projects and two for centers) will automatically have the cost of their hotel rooms for the nights of October 21 and October 22 charged to the AACC master account. If a project or center would like to assign their complimentary room nights to individuals that are not receiving the complimentary registrations as part of their grants, please email that request to ate@aacc.nche.edu by September 24 so AACC can properly code the hotel reservation list.

Please note that all participants are required to make their own hotel reservations; and complimentary rooms will be assigned to the master account following the September 24 cut-off date.

Additional Room Costs: The cost of additional rooms (reserved by September 24) is $249.00 (single/double) plus tax and will be billed to the individual. Meeting participants who would like to come early or stay late may do so and pay the cost of additional room nights at the rate of $249.00. The hotel will honor this room rate three days prior and three days after the conference dates subject to availability.

Travel: All attendees are responsible for their own travel arrangements. The closest airport to the hotel is the Washington Reagan National Airport (DCA), which is accessible by the Washington Metrorail system. The Omni Shoreham is conveniently located one block south of the Woodley Park Station on the red line of the Metrorail. Other area airports include Baltimore-Washington International (BWI) or Washington Dulles (IAD). For information on taxi and shuttle service from area airports, please see the ATE Conference website at: www.aacc.nche.edu/2015ATE.

Conference Meals: The following meals will be provided at the conference.

<table>
<thead>
<tr>
<th>Date</th>
<th>Meal</th>
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<tbody>
<tr>
<td>Wednesday, October 21</td>
<td>Evening reception</td>
</tr>
<tr>
<td>Thursday, October 22</td>
<td>Continental breakfast, lunch</td>
</tr>
<tr>
<td>Friday, October 23</td>
<td>Continental breakfast, lunch</td>
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NSF expects that all project and centers will present a display that captures the purposes and products of their programs. The displays will be divided into three sessions; one center showcase and two project showcases. The showcase sessions are key components of the conference. They provide grantees an opportunity to exhibit their programs and share information with other programs, and with non-ATE guests at the conference. These showcases are a highlight of the conference, so please spend time developing and assembling your displays to show your work to its best advantage.

Showcase Space and AV Reservations

Space for the showcase sessions MUST be reserved by Thursday, September 17, 2015. Showcase reservations and AV requests can only be submitted online through the “Showcase Session” page of the ATE Conference website or by going to www.aacc.nche.edu/2015ATEShowcase.

Showcases must be confined to the space assigned by AACC.

ATE Projects: Each ATE project will be assigned an 8’ x 10’ booth with an 8’ high backwall, 3’ high side drape, one 6’ x 30” table, and two chairs. Participants will have a one-hour set-up period before the session and a 45-minute tear-down period immediately following the session.

ATE Centers: The ATE center showcase session will include all of the ATE regional, national, and resource centers. Each center will be assigned a 20’ x 10’ booth, with an 8’ high backwall, 3’ high side drape, two 6’ x 30” tables, and two chairs. Participants will have a two-hour set-up period before the session and a 45-minute tear-down immediately following the session.

New ATE Grantees: New grantees are not required to participate but may do so if they wish.

Booth Audio/Visual: All project and center booths will be provided with access to electricity. In addition, AACC can provide limited AV resources at no cost to showcase participants. Project and center booths may reserve one of the following:

- DVD and 24” Television
- 17” LCD Flat Screen Computer Monitor (Monitor Only)
- Projection Screen (Screen Only)

Please note that any cancellation of showcase equipment requests must be received in writing by October 9. Colleges and institutions will be invoiced following the conference for any equipment that they order but do not use on site. If you require equipment not listed above, you must cover the costs and make arrangements yourself with the conference AV company. Internet connections are not available through AACC, but you may make your own arrangements and pay for this expense through the hotel directly. Please see the exhibitor kit for more details.

Showcase Shipping Information

All fees and shipping arrangements are the responsibility of the conference attendee and must be handled through the conference’s exposition services company. Please refer to the “Showcase Session” page of the conference website to download a showcase exhibitor kit with detailed information including shipping and handling rates.

PRE-CONFERENCE WORKSHOPS

WEDNESDAY, OCTOBER 21

Five optional pre-conference workshops will be held on Wednesday, October 21. Advance registration and a fee are required for all attendees. Please see the conference website for workshop descriptions and further information.

Workshop A: Getting Started for New Grantees
1:00 – 5:00 p.m.
Registration Fee: $50.00

Workshop B: Managing Grant Finances – Best Practices for Navigating ATE Budget and Compliance Issues
1:00 – 4:00 p.m.
Registration Fee: $50.00

Workshop C: Thrive in the New Melting Pot – Re-energize Your Recruitment and Retention Efforts
1:00 – 4:00 p.m.
Registration Fee: $50.00

Workshop D: Methods of Evidence-Based Learning Practices
1:00 – 4:00 p.m.
Registration Fee: $50.00

Workshop E: Mid-Life Project Evaluation – Setting the Stage for Continued Funding
1:00 – 4:00 p.m.
Registration Fee: $50.00
STUDENT/ALUMNI PARTICIPATION SCHOLARSHIPS

Each project or center may nominate up to two students or recent alumni to attend the conference by having him or her submit the attached registration form or by applying online at www.aacc.nche.edu/2015ATE. The application must be completed and submitted to AACC by Wednesday, September 9, 2015.

A review committee will evaluate the applications received and select up to 50 students to attend the conference. AACC will notify these individuals by Friday, September 11. If your nominee is chosen, AACC will provide them with complimentary registration and lodging for two nights, October 21 and 22, 2015. Your institution is expected to cover his or her transportation costs to and from the conference.

Students/alumni selected to attend will be expected to:

- participate in a student orientation webinar on Thursday, September 17, 6:00 – 6:30 p.m. (ET) or view the recorded version of the webinar on AACC’s website prior to attending the conference;
- participate in a student/alumni recognition breakfast on Thursday, October 22, 7:30 – 8:45 a.m.;
- participate in a project showcase session on Thursday, October 22, 12:00 – 2:15 p.m. OR Friday, October 23, 10:00 a.m. – 12:15 p.m.

There will also be an opportunity for students to take part in student-led presentations and sessions at the conference.

Students who have attended past ATE conferences have enjoyed the project showcase sessions, where they are able to share information about their programs of study and career paths. For the showcase sessions, students from the same ATE project and center will share a 6’ x 30’ table to display materials related to their programs of study. Poster boards and pins will be provided for student display purposes; and AACC will provide access to electrical outlets. Students may request one piece of audiovisual equipment such as a DVD player/television or a LCD computer monitor per booth. Internet connections will not be provided.

To provide an overview of the conference and further information about student involvement, AACC will host a “Student Orientation Webinar” on Thursday, September 17, 2015 at 6:00 p.m. ET. This webinar will also be available for view and download on the AACC website following its air date. Further information on the webinar, including access instructions, will be distributed with the student acceptance letters.

Please alert your project team members about this opportunity for students/alumni, and encourage someone who has been affected by your ATE project to apply. Individuals selected through this application process do not count toward the maximum participants a center or project can bring to the conference.
ATE Student/Alumni Scholarship Application Form
Omni Shoreham Hotel, Washington, DC  October 21-23, 2015

1. Student Name ____________________________________________
   Nickname/Name for Badge ___________________________________
   Institution _________________________________________________
   Student’s Street Address _______________________________________
   City ___________________________ State ____________ Zip Code ______
   Telephone ______________________ Fax _______________________
   E-mail ____________________________________________________

2. Principal Investigator Name (or nominating contact) _______________________
   Institution _________________________________________________
   Street Address ______________________________________________
   City ___________________________ State ____________ Zip Code ______
   Telephone ______________________ Fax _______________________
   E-mail ____________________________________________________

3. Please list your name as you would like it to appear on a formal recognition certificate and in the conference program. Please print clearly so we can be sure to acknowledge you correctly.
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

4. Please list your field of study, education major, and/or certificate or degree program.
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

5. Are you a current student of a community college?  Yes____ No____

6. Are you a current student of a four-year college or university? Yes____ No____
   If yes, did you transfer from a community college? Yes____ No____

7. What are your educational and/or career goals? (250 words; or attach to separate page)
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

8. Have you attended the ATE Conference before?     Yes____ No____

9. What are your goals for attending the ATE Conference? What do you expect to get from it? (250 words; or attach to separate page).
   ___________________________________________________________
   ___________________________________________________________
   ___________________________________________________________

10. Please indicate if you would be willing to present as part of a student panel or roundtable session at the conference.
    Yes____ No____  If yes, please list 2-3 topic areas on which you would like to present.
    ___________________________________________________________
    ___________________________________________________________
    ___________________________________________________________

11. Student/Alumni Signature ___________________________ Date ___________
    Principal Investigator Name ___________________________ Date ___________
    Principal Investigator Signature ________________________ Date ___________

Please mail, email, or fax this form to arrive by Wednesday, September 9:

Attn: Ken Laryea
American Association of Community Colleges
One Dupont Circle, NW Suite 410, Washington, DC 20036-1176
Phone: 202-416-4510   Fax: 202-728-2965
Email: ate@aacc.nche.edu
2015 ATE Principal Investigators Conference Registration
Registration Deadline: Thursday, September 24, 2015

PLEASE READ CAREFULLY

ATE Projects: Each ATE project will receive 2 complimentary registrations. Projects may bring up to 3 additional people, each of whom must pay a $300 conference fee. ATE projects may register up to a maximum of 5 people to attend the conference.

ATE Centers: Each ATE center will receive 2 complimentary registrations. Centers may bring up to 5 additional people, each of whom must pay a $300 conference fee. ATE centers may register up to a maximum of 7 people to attend the conference.

ATE Projects and Centers in No-Cost Extensions: Invited projects and centers in no-cost extensions can bring up to two people to attend the conference, each of whom must pay a $300 registration fee.

<table>
<thead>
<tr>
<th>Grant Award Number: (Required)</th>
<th>Principal Investigator: Yes ☐ No ☐</th>
<th>Co-Principal Investigator: Yes ☐ No ☐</th>
<th>If not PI, list PI name:</th>
<th>Registration Type: Comp ☐ Paid ☐ (AACC will verify)</th>
</tr>
</thead>
</table>

First Name | Middle Initial | Last Name | Nickname for Badge (not Dr., Ms., or full name) |
Job Title | College/Organization |
Address | City | State/Country (other than U.S.) | Zip/Mail Code |
Phone | Fax | Email (registrants email only) |

Do you have a disability/dietary need that requires special accommodations? ☐ Yes ☐ No (if yes, please specify) _______________________________

Do you give AACC permission to share your contact information (name, address, phone, email) with other ATE conference participants for future networking opportunities? ☐ Yes ☐ No

<table>
<thead>
<tr>
<th>Registration Rates</th>
<th>Spouse Information (Complete only if paying Spouse Registration Fee)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Registration: $300</td>
<td>First Name</td>
</tr>
<tr>
<td>Spouse: $150</td>
<td>Nickname for Badge (not Dr., Ms., or full name)</td>
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<tr>
<td>(This includes access to exhibit hall/meal events only)</td>
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Preconference Workshops

Wednesday, October 21, 2015 at 1:00 p.m. $50 each
A: Getting Started for New Grantees $________
B: Managing Grant Finances – Best Practices for Navigating ATE Budget and Compliance Issues $________
C: Thrive in the New Melting Pot – Re-energize Your Recruitment and Retention Efforts $________
D: Methods of Evidence-Based Learning Practices $________
E: Mid-Life Project Evaluation – Setting the Stage for Continued Funding $________

Payment Information

Checks enclosed (Payable to AACC) ☐ Check # ________
☐ Visa ☐ MasterCard ☐ Am Ex
Credit Card Number
Expiration Date
Name as it Appears on Card
Signature
Submit via fax: (202) 513-8229
Mail to:
AACC: ATE PI Conference
PO Box 75263
Baltimore, MD 21275
Tax ID: 53-0196569

Registration Fee $_____
Spouse $_____
Precon A $_____
Precon B $_____
Precon C $_____
Precon D $_____
Precon E $_____
GRAND TOTAL: $_____

Demographic Information
Is this your first time attending the ATE Conference? ☐ Yes ☐ No
What is your grant's disciplinary area? (Please select one.)
☐ Agriculture, Environment, and Natural Resources
☐ Biotechnology
☐ Chemical Processing and Refining Technology
☐ Energy Production and Energy Efficiency
☐ Engineering Technology
☐ Geospatial Technology
☐ Information and Communication Technology
☐ Information Assurance, Secure Logistics and Forensics
☐ Learning and Evaluation
☐ Manufacturing Technology
☐ Micro and Nanotechnologies
☐ Research and Outreach
☐ Teacher Preparation
☐ Other: ____________________________

Cancellations, substitutions, and refund requests must be made in writing to AACC: 2015 ATE PI Conference, One Dupont Circle, NW, Suite 410, Washington, DC 20036 or email to ate@aacc.nche.edu. All refund requests must be received by October 9, 2015. Refunds will be minus the following cancellation fee: $25. After October 9, 2015, no refunds will be given. Approved refunds will be processed after October 31, 2015. Participant substitutions can be made at any time. The AACC Privacy Policy is available on the AACC website.