



Smart**STEMs**

WORKSHOP BRIEF



HELLO YOU KIND AND GENEROUS TYPE!

These things don't happen without a collective kindness and we at SmartSTEMs would like to thank you for supporting our SmartSTEMs event.

We look forward to working with you to deliver at one of our events. This conference will reach out to young people and inspire them about STEM careers and help organisations and educators hear about the latest opportunities for young people.

Your audience will be Primary 6-7 and Secondary S1-S2 girls aged 11-14 years old, please be conscious of this when crafting your workshop. All session speakers have been allocated 45 minutes per session which you will run x4 times throughout the day the content is to be the same for every sessions. Please note due to the tight time constraints it is not possible for your presentation to overrun and/or include a Q&A session.

Please be considerate of all the other speakers and keep to time allotted.

YOUR {Insert funky title of your own} WORKSHOP

We would like to encourage you to explain in your own words why Technology is the way forward! There are no specific guidelines for your workshop other than to be passionate and inspiring. It should include the following. You have 45mins in total to inspire! It should include the following

A BIT ABOUT YOU (5-10MINS)

- » Opening talk about your journey and how you got into Technology, why you are passionate about it.

MAIN TOPIC (35-40mins)

- » Take the girls through your chosen topic.
- » Highly Interactive and particularly hands on session keep a younger audience engaged.

26TH MAY AT 16:00 – DIAL-IN CONFERENCE // CONFIRM IF YOU CAN ATTEND

- » As time will be limited on the day for setup we are hosting a telephone briefing for all of our speakers.
- » We expect this to last 30mins but you may have more questions as the inquisitive types you are.
- » Please advise Karen Murray (karen.murray@smartstems.org or 0141 561 1161) if you are available to join us for this and we will send you the details.



VENUE FACILITIES AND ACCESS

WORKSHOP AREA

You will be allocated a room and set of volunteers to support you in setting up and running the workshop. These will be confirmed to you before the event.

WORKSHOP SETUP AND ACCESS TIMES

There will be access FROM 08:00 on the day. ALL WORKSHOPS MUST BE SET UP BY 09:00 before delegates begin registration at 09:15

PRESENTATION SLIDES/VIDEO

Please let us know if you require any AV equipment prior to the event as this will be provided in your workshop area. Also if you are doing a hands on workshop please feel free to bring along any equipment required, e.g., 20m extension lead, 4-way extension lead, Liquid Nitrogen, Flamethrower, Gamma-ray. You will need to provide your own materials for the workshop. We would advise downloading any videos or web content to minimise disruption in the event of network outages and keep you looking like the professionals you are.

WI-FI

Access codes will be given on arrival

SOCIAL MEDIA

We want you all to be the lovely, stimulating, challenging and encouraging types that you are online as well as in person. So on the day please make use of all your favourite social media platforms. Our hashtag for the day will be agreed in advance and we can be found on the Twitter @SmartSTEMs

GOT SOME SPECIAL REQUIREMENTS?

At SmartSTEMs we believe we are all special but if you have some particular needs we haven't thought about please let us know. Contact karen.murray@smartstems.org by Friday 6th May at the latest.

INSURANCE

It would be lovely if none of us set the place on fire. If you are at risk of doing anything particularly extravagant or off piste please advise us – and your insurance company – so we can get any special request extravagant type things pre-approved by the local delivery team. Sound fair? If you are unsure let's talk it through. Also can we please ask for you to fill out the Risk Assessment form.

YOUR VALUABLE STUFF

We would hate your well-loved and no doubt hard-earned valuable stuff to go missing on the day so please keep it with you at all times.

If you have any further queries please do not hesitate to contact Karen Murray at Seric Systems on 0141 561 1161 or karen.murray@smartstems.org