



Dear SWE Member,

The mission of Section D069 of the Society of Women Engineers (SWE) is to stimulate women to achieve full potential in careers as engineers and leaders and to expand the image of the engineering profession as a positive force in improving the quality of life, demonstrating the value of diversity.

In the fall, SWE hosts a national conference including several helpful seminars and an extensive career fair (one of the best in the nation). Attending this conference is a major goal of our section each year as it helps us to further achieve our mission. This year, the conference will be held in Minneapolis, Minnesota from October 18-20, 2018. Every year our section assists students in attending conference by providing hotel rooms. Our section has booked twelve rooms for two nights at the Double Tree Suites Minneapolis; therefore, we are able to provide 48 members with lodging assistance to attend conference.

Each year there are far more students who desire to attend than we can afford to support and this year is no exception. If you would like to attend conference and have lodging provided by our section, you must fulfill all of the requirements listed on the pages that follow. Filling out the attached forms does not guarantee you lodging at conference. Lodging for conference is dependent on funds raised and funds provided by student government. If insufficient funds are raised, you may be required to pay a portion of lodging costs. Lodging will be provided to members on a first come first serve basis. You must submit the attached forms and complete all the requirements including proof of conference registration and proof of flight purchased before you will be guaranteed lodging. If you have any questions or concerns, please feel free to contact one of the people below.

Anna Wright  
President  
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Sylvia Thomas  
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Professional Development Chair  
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## **Requirements**

Please read the requirements listed below that must be fulfilled in order to receive lodging assistance. Please initial next to each requirement to show that you have read and fully understand what is expected of you.

\_\_\_\_\_ Confirmed member on Bullsync

\_\_\_\_\_ Confirmed National Member of the Society of Women Engineers

\_\_\_\_\_ Confirmed registration for the full conference

\_\_\_\_\_ Proof of purchase of a flight to Minneapolis, Minnesota

\_\_\_\_\_ Attend mandatory conference meetings prior to conference



Full Name: \_\_\_\_\_

Phone: \_\_\_\_\_ USF Email: \_\_\_\_\_

Preferred Method of Contact:  Email  Text  Call

Are you an officer?  Yes  No If yes, what position: \_\_\_\_\_

Have you attended a WE Conference before?  Yes  No

Did you receive financial assistance from Section D069?  Yes  No

If yes, what years? \_\_\_\_\_

When is your expected graduation date? \_\_\_\_\_

If lodging is provided, a follow up survey will be sent out to request roommates or provide the professional development chair with details regarding roommate pairing.

#### Potential Attendee Agreement

I, \_\_\_\_\_, agree to the requirements listed previously and recognize that I will not be granted financial assistance to attend WE18 if I fail to complete the requirements. I acknowledge that filling out the attached forms does not guarantee me lodging at conference and the lodging for conference is dependent on funds raised and funds provided by student government. I understand that if insufficient funds are raised, I may be required to pay a portion of lodging costs and that lodging will be provided to members on a first come first serve basis with preference given to active members. While attending conference, I will conduct myself in a manner that respectfully and honorably represents the University of South Florida and SWE. If I fail to do so, I will not be granted future lodging assistance. My signature below acknowledges that I have read and understand this agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\* Upon completing the requirements, please send all documents (required items listed above and this potential attendee profile/agreement) in a .zip file in the format: FirstnameLastnameWE18 to Rebekah Stepp at [usfsweprofessionaldevelopment@gmail.com](mailto:usfsweprofessionaldevelopment@gmail.com). This will help to ensure that all of your documents are received and processed as quickly as possible. Thank you. \*\*\*\*