



## University of South Florida

June 22, 2016

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, 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 Philadelphia, Pennsylvania on October 27-29, 2016. Every year our section assists students in attending conference by providing hotel rooms. Our section has booked eight rooms for three nights at the Windsor Suites in Philadelphia; therefore, we are able to provide 32 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 with preference given to active members of the Section. 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.

Jenna Newman  
President  
jennanewman@mail.usf.edu

Sylvia Thomas  
USF SWE Faculty Advisor  
sylvia@usf.edu

Rina Pineda  
Professional Development Chair  
rinap@mail.usf.edu



## Requirements

*Please read the requirements listed below that must be fulfilled in order to receive lodging assistance at the 2016 SWE National Conference. Please initial next to each requirement to acknowledge that you have read and fully understand what will be required of you.*

Initial	Requirements
	You must be a confirmed member on Orgsync.
	You must be a confirmed member on the USF Society of Women Engineers page on OrgSync.
	You must be a national member of the Society of Women Engineers in good standing (i.e., all dues paid).
	You must participate in at least one (1) SWE fundraising event (SWE 5K 2016 or Sampling Science 2016) as a volunteer for the entire duration of your shift unless special permission is provided by the SWE President.
	You must be considered an active member of the Collegiate section of the Society of Women Engineers based on our Membership point system (10 points is considered to be active)*
	You must attend a minimum of 2 SWE General Body meetings and/or SWE Committee meetings for the entire duration of each meeting unless special permission is provided by the SWE President.
	You must register for the full conference (i.e., career fair and seminars) and provide proof of registration to the Professional Development Chair, Rina Pineda.
	You must purchase a flight to Philadelphia and provide proof of purchase to the Professional Development Chair, Rina Pineda. If you have alternate transportation, you must fill out the appropriate form.

\*If you are a first semester transfer or first year student, the number of points are subject to change.

Please send proof of conference registration/flight to:

Rina Pineda

Section D069 Professional Development Chair

rinap@mail.usf.edu



## Potential Attendee Profile

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

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

Preferred Method of Contact:       Email    Text    Call

### Questionnaire

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

Have you ever attended a SWE National Conference before?    Yes    No

If yes, did you receive financial assistance from Section D069?    Yes    No

If yes, list the years you have received financial assistance from Section D069

\_\_\_\_\_

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

If lodging is provided, a follow up survey will be sent out to attendees to request roommates and provide the conference 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 the 2016 SWE National Conference if I fail to complete these requirements. I acknowledge that filling out the attached forms does not guarantee me lodging at conference and that 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 SWE. If I fail to do so, I will not be granted future lodging assistance. My signature below acknowledges that I have read and understood this agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Send Completed Requirements Form, Potential Attendee Profile, and Potential Attendee Agreement to:

Rina Pineda  
Section D069 Professional Development Chair  
rinap@mail.usf.edu

Once they have been received and reviewed, you will be notified through the email provided on this application.