Hello Student Leader Training Conference SLTC Participant!

As our conference approaches we would like out attendees to prepare some material in advance to ensure we make the most of our short time together. The Assignment is stated below:

**ASSIGNMENT: EVENT OUTLINE**

- The chair of the host university’s SPDC has approached you and your university’s ASME group to help coordinate an event as part of their agenda. The event is intended to take up a part of the afternoon for one of the days of the SPDC. It is up to you to create an event that will help engage students attending the SPDC.

- Outline an original event that you could hold at the SPDC that would benefit not only the students of your university, but also those attending the SPDC.

- Consider the impact you are trying to make and the concepts you want your attendees to take away from your event. Is this a networking event? A talk from an industry engineer? A workshop addressing a certain skill?

- Think about the best ways to get this impact across including location, personnel and supplies. Also, take into account the funding you will need and seek out funding strategies including campus organizations, professional section sponsorship, and ASME grants.

- Makes sure to address the following:
  - What is your event?
  - Who would it interest?
  - Why is it valuable?
  - Where would it be held? (Where is your area’s SPDC?)
  - When would it take place and why?
  - Funding strategies?

Please submit the assignment in PDF –form no later than Saturday, November 5th, 2015 to the email listed below. We will be reviewing this event plan with you sometime during the conference.

If you have any specific questions or concerns, you can email Carlos at carlos.beatty.jr@gmail.com. Good luck on your assignment! We are looking forward to reviewing your work and seeing you at the conference!

Sincerely,

**Members of the ASME SLT Planning Group**
Merya Zgheib - Chair
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