

April 24, 2012

Dear Mrs. Candela,

On behalf of the Macomb ISD, and the nearly 300 young ladies who will be attending, we would like to thank you for being a presenter at our Mathematics, Science and Technology Symposium for Middle School Girls. It is because of your generous donation of time and talent that we are able to offer this wonderful opportunity for Macomb County students. Hopefully, this email will answer most of the questions you may have about the symposium, but please feel free to contact either of us at anytime. Our email addresses and phone numbers can be found below.

Date, Times, and Location

The symposium is Friday, May 11th and will take place in the MISD's Educational Services Center at 44001 Garfield Rd. in Clinton Township. We are just south of Hall Rd (M-59) and are on the west side of the street. You will want to enter off Garfield and park at the south end of the facility. When you arrive we will have someone there to greet you with your room assignment and any last minute information. You can also access an area map at <http://www.misd.net/maps/ESC.htm>

The agenda for the day is planned as follows:

9:00 – 9:30 Arrival and Breakfast (provided by Macomb ISD)
9:30 – 10:10 Welcome and Keynote
10:15 – 10:50 Breakout Session #1
10:55 – 11:30 Breakout Session #2
11:30 – 12:15 Lunch (provided by Macomb ISD)
12:15 – 12:50 Breakout Session #3
12:55 – 1:30 Breakout Session #4
1:35 – 2:00 Wrap-up / Closing

We will have four breakout sessions of 35 minutes each and each session will have between 15 and 25 students attending. The girls will be assigned to sessions based in part on their responses to a brief survey about career pathway preferences. Sessions are intended to offer time for career professionals to share their experiences and insights about their careers, as well as to guide students through any applicable hands-on activities.

Goals for the Day

To help you prepare for the day, we have identified three primary goals for the students. 1) To engage them in hands-on experiences that will help them view math, science, engineering and technology as fun and exciting areas of study; 2) to realize that all career doors are open and available to young women; and 3) to develop knowledge and enthusiasm about one or two specific careers in the areas of interest they indicated in a prior survey.

Available Technology

We have digital projectors, screens, internet access and media playback equipment available in all rooms and will have support people available that morning to help you connect your computer to the system. We can also provide a laptop, or most any other technology requests, just be sure to let us know as soon as possible.

Once again, we would like to thank you for sharing your time and expertise with the students of Macomb County. We sincerely hope your day with us is a pleasant one.

Sincerely,

Karen Johnston Michael Klein

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