



Colorado Technology Student Association



**SPRING
STEAM
SYMPOSIUM**

UPDATED - 7/23/2019





Welcome!

On behalf of our State Association, I am pleased to invite you to the *Inaugural Colorado TSA Spring STEAM Symposium* otherwise known as **S3!** Designed as a one-day conference positioned halfway between our annual state conference and the national TSA conference, S3 will be filled with extended professional development and chapter leadership training along with hands-on workshops from business and industry professionals, a capstone symposium, peer-to-peer round-tables, portfolio reviews, a photography show, a film festival and more!

Mark Your Calendar!

The inaugural S3 will be held **April 19, 2019** at the Lowry Conference Center, 1061 Akron Way (Building 697), in Denver, Colorado. ***Space is extremely limited*** this first year, so mark your calendars now to attend.

About S3

The Colorado TSA Spring STEAM Symposium (S3) differs from both the annual TSA Fall Leadership and State Conferences. At the Fall Leadership Conference, students are introduced to basic leadership skills as well as the LEAP leadership program offered through National TSA. At the annual State Conference, the focus is on conducting the association's business, interacting with business and industry professionals, and participating in competitive events.

Recently, however, chapters have been requesting more in-depth chapter and leadership development - something Colorado TSA did not have the capacity to provide at the Fall Leadership or State Conferences. To address that need, S3 was developed; it's a conference in a symposium format where TSA chapters can receive additional professional development AND further showcase their skills and talents in areas that aren't covered by TSA's competitive events at either the national or state level. There may be some instances where S3 events and activities may mirror or overlap already-existing events within TSA's competitive events. However, with S3, we are able to remove some of the restrictions that throttle creativity and open up a whole host of opportunities for students to make new cross-disciplinary connections.

I hope you will be able to join us at this year's inaugural S3 conference! If you have any questions or comments, please feel free to contact me at (720) 858-2794 or via email at: tony.raymond@cccs.edu.

Best regards,

A handwritten signature in black ink that reads "Tony Raymond".

Tony Raymond
COTSA State Advisor



About COTSA

The Colorado Technology Student Association is a national non-profit national organization of students engaged in science, technology, engineering, art, and mathematics (STEAM). Open to students enrolled in or who have completed technology education courses, TSA's membership includes more than 250,000 middle and high school students in approximately 2,500 schools spanning 49 states. TSA is supported by educators, parents and business leaders who believe in the need for a technologically literate society. Members learn through exciting competitive events, leadership opportunities and much more. The diversity of activities makes TSA a positive experience for every student. From engineers to business managers, our alumni credit TSA with a positive influence on their lives.

TSA chapters take the study of STEAM (science, technology, engineering, art, and mathematics) beyond the classroom and give students the chance to pursue academic challenges among friends with similar goals and interests. Together, chapter members work on competitive events, attend conferences on the state and national levels and have a good time raising funds to get there. Chapter organization develops leadership, as members may become officers within their state and then run nationally. Our chapters are committed to a national service project and are among the most service-oriented groups in the community.

Our state association, the Colorado Technology Student Association (COTSA) has been dedicated to developing leadership and personal growth in students for more than 30 years. At the state level, we are guided by a group of community, business and industry leaders, teachers, and administrators who are dedicated to ensuring that our students receive the best possible experience as a result of their involvement in TSA.

For more information about TSA or the Colorado Association, please visit the national website at <http://www.tsaweb.org> or the state website at <http://www.cotsa.cccs.edu> or contact the COTSA State Advisor, Mr. Tony Raymond, at 720-858-2794 or via email at tony.raymond@cccs.edu.





Policies and Procedures

The Colorado Technology Student Association is managed by the Colorado TSA State Advisor with assistance from the COTSA Advisory Committee under the oversight of the Colorado Community College System and its policies regarding Career and Technical Student Organizations (CTSOs).

What follows is a list of procedures for affiliating a chapter and registering/participating in Colorado TSA conferences and events, as well as policies governing the state association.

National Affiliation

All students and advisors wishing to become members of TSA must first affiliate a chapter with National TSA. The affiliation process is detailed on the national TSA website at <http://www.tsaweb.org/Affiliation-and-Dues>. In order to compete in events at the State Conference and/or participate in the Spring STEAM Symposium, a chapter must be affiliated with the national office no later than January 1, 2019! Chapters and individuals not registered (with all documentation completed and both state and national dues paid) with National TSA will not be allowed to participate in the State Conference or Spring STEAM Symposium.

TSA Events

Throughout the year, Colorado TSA holds several events in which students may participate. Each event has its own unique flavor and purpose. Below is a description of each of the events.

Fall Leadership Conference

In the fall of each year, Colorado TSA holds several Leadership Conferences at various venues throughout the state. At the fall leadership conferences, students learn, in an interactive, exciting, and inspiring way what kind of leaders they are and how to embrace the five practices successful leaders use in their everyday lives:

- **Modeling the Way:** Students learn to build credibility among their peers.
- **Inspiring a Shared Vision:** Students learn how to develop a clear image of possibility and what their organization could become.
- **Challenging the Process:** Students learn how to challenge the process and accept challenges before them.
- **Enabling Others to Act:** Students learn how leadership is a team effort.
- **Encouraging the Heart:** Students learn how encouraging others is a hallmark of leadership.

Fall Leadership Conference Attendees also get a sneak peek at the upcoming year - including new competitive events. This is the only TSA event where chapters do not have to be affiliated in order to attend because it happens so early in the school year, well before some schools are able to affiliate. If a school or advisor is curious about TSA, these leadership conferences are a great place to learn more about the organization.



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State Conference

Each year, Colorado TSA holds an annual statewide conference which brings student members together with business, industry, and community leaders in a competitive showcase that recognizes both technological skill and leadership development. The conference includes the annual business meeting, election of officers, student competitive events, and a recognition ceremony.

Spring STEAM Symposium

Beginning in 2019, the Spring STEAM Symposium (S3) brings student members together with business, industry, and community leaders in a symposium-style conference where professional and chapter development occurs in conjunction with a showcase of creative talent. The Spring STEAM Symposium (S3) is a showcase featuring senior capstone projects, peer-to-peer round-tables, a student film festival, and a photography exhibition.

National Conference

In late June of every year, the National TSA conference is held. TSA members from all over the country attend the conference to participate in competitive events as well as leadership training. The conference includes several general sessions, leadership training, the annual business meeting, election of the national officer team, student competitive events and a recognition ceremony.

Conference/Symposium Participation

A school chapter must affiliate with National TSA (which automatically affiliates the chapter with Colorado TSA) in order to participate in the State Conference, S3, and/or the National Conference. Chapter affiliation must be completed online at <http://www.tsaweb.org/> prior to January 1. Schools not affiliated by the January 1 deadline are not eligible to participate in either the State Conference, S3, or the National conference.

Everyone who attends these functions must register, including students, advisors, and chaperones. Throughout the events, volunteers assist with registration by checking name badges of attendees. There will be no admittance to any function without a name badge.

Advisors and their chapters must pre-register; ***there is no on-site registration.*** By submitting the registration, the school and the advisor registered accept financial responsibility for the amount shown on the invoice generated at the time of registration. If a chapter is unable attend, please refer to the refund policy below. Complimentary registration is granted only to national TSA officers, honorary life members, national and state TSA staff, selected special interest session presenters, selected invited guests (keynote speaker, government officials, etc.) and approved national event managers and coordinators.



Policies and Procedures

Special Needs

Colorado TSA endeavors to meet all special needs requests (i.e., dietary restrictions, wheel chair access, interpreters, etc.). Advisors must enter any special needs requests at the time of registration. In cases where an interpreter is needed, the cost of and arrangements for an interpreter is the responsibility of the chapter/school/district. Any hotel and/or travel accommodations for the interpreter(s) are the responsibility of the student/school/district. Interpreters will receive complimentary registration.

CTSO Multiple Release Form

Included in this document is a release form developed for all of Colorado's Career and Technical Student Organizations. Chapter advisors are required to have their student attendees and their parents/guardians read and complete the multi-part form. Chapter advisors are responsible for distributing, collecting and securing the forms along with any specific school district permission/release forms. ***All release forms and permission forms are to remain in the possession of the chapter advisor and are NOT to be sent to Colorado TSA.*** Chapter advisors must, however, complete the certification form indicating that they have received the release form and conduct and practices forms for each person attending the conference and checked them for completeness. The certification form should then be sent in PDF format to the Colorado TSA State Office via the COTSA Advisor Certification Form Upload Site (<https://goo.gl/qX7cXC>). The chapter advisor should retain all release forms as well as conduct and practices forms and be able to produce them upon request from the state advisor. ***NOTE: If a chapter's certification form is not received by the registration deadline stated in this document, the chapter will not be allowed to participate in the event.***

Attendance at the Symposium

Colorado TSA requires a minimum of one (1) adult advisor or chaperone for no more than ten (10) student participants. All adult advisors and/or chaperones must register for the symposium, pay the registration fee, and be in attendance for the duration of the symposium.

All adults, including parents, must register for the conference. No student may attend, compete, or participate without physical presence of an adult chaperone throughout the duration of the symposium.

Parent/Guardian Attendance

Colorado TSA understands the importance and value of parents/guardians to our members and appreciates their encouragement, enthusiasm and support. However, with the growth Colorado TSA has experienced, we do not have the capacity at our facilities to accommodate parents/family members of student attendees as observers. For the safety of our students, volunteers, COTSA staff and conference venue staff, ***access to all TSA events is restricted to officially registered and badged participants ONLY.*** Any individual who is not an officially registered participant of the symposium WILL NOT be admitted. COTSA staff understand that families may come to pick up students to help chapters save money on transportation costs, and that is acceptable. However, parents and family members should wait for students outside the symposium venue in designated parking spaces. Parents or family members picking up students are not allowed to wait in the venue's common areas, loading zones or fire lanes.



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Colorado TSA members are guests of the host venue we need to be respectful of the facilities and any other guests, as well as comply with local fire codes and laws.

Student Symposium Attendance

In order to attend Colorado TSA Spring STEAM Symposium (S3), all students (including those students who are 18 years of age) are required to attend with an advisor, parent or adult chaperone.

Each TSA member must meet the criteria listed below to be eligible to attend S3:

- Be a current member in good standing with TSA. Membership must be on record with the national office.
- Have the approval of the TSA chapter and the school administration.
- Have completed all required forms, including the CTSO Multiple Release Form as well as any school/district permission forms.
- Be in attendance throughout the duration of the state conference/S3.

By completing the CTSO Multiple Release Form, attendees indicate their agreement to abide by the symposium practices listed below. Attendees (both adult and student) violating any of the conduct and practices will subject not only themselves, but their entire chapter to being removed from the symposium without refund. Colorado TSA reserves the right to dismiss any attendee (adult or student) from the symposium for inappropriate actions.

Conduct and Practices

- The term “attendee” shall mean any student or adult attending the symposium and taking part in its activities.
- Identification badges must be worn at all times by persons in symposium attendance.
- There shall be no defacing of public property. Any damages to the property or furnishings in the symposium venue must be paid by the individual(s) or school(s) responsible.
- Attendees shall keep their advisors informed of their activities and/or whereabouts at all times.
- Attendees should be prompt and prepared for all activities.
- Attendees should be financially prepared for all possibilities.



Policies and Procedures

- No event attendee shall possess any alcoholic beverages, narcotics, or firearms, in any form at any time, under any circumstances. (See No Weapons Policy)
- Smoking is not permitted.
- No attendee shall leave the symposium venue grounds (except for authorized events) unless permission has been received from their chapter advisor(s).
- Attendees are required to attend all general sessions and activities assigned, including workshops, all general sessions, competitive events, committee meetings, etc., for which they are registered, unless engaged in some specific assignment taking place at the same time.
- Chapter advisors will be responsible for their attendees' conduct.
- Attendees violating any of the conduct rules will subject their entire delegation to being removed from the conference or disqualified from competition.
- To provide a safe environment for minors, it is the policy of Colorado TSA that a minimum of two adults supervise or be in attendance with minors during any organization-related activity. The purpose is to avoid one-on-one interactions between adults and minors that are not easily observable by others.
- The State Advisor and staff of Colorado TSA reserves the right to dismiss any attendee (adult or student) from the symposium for inappropriate actions, or a violation of this list of conduct and practices.

Electronic Devices

Recording devices are not allowed unless specifically stated in the conference program. Session presenter approval is required before any session may be recorded. Participants are reminded that they are personally responsible for all of their electronic devices, including but not limited to, cell phones, iPads/tablets, electronic readers, MP3 players/iPods, smart watches, etc. Colorado TSA is not responsible for lost, missing, or stolen items.



Policies and Procedures

Dress Code

Chapter and state advisors, parents, and chaperones are responsible for seeing that all symposium attendees wear appropriate attire. It is the goal of Colorado TSA to provide a professional experience for our students and part of that includes dressing professionally. Please note that the dress code for S3 is relaxed from the TSA state and national conference requirements; while the TSA official attire (royal blue shirts and gray slacks) may be worn, it is not required.

Symposium attendees are required, at a minimum, to be dressed in **BUSINESS CASUAL ATTIRE**:
Shirt or blouse: button-up shirt with a turned-down collar or a polo/golf shirt (the shirt may be a chapter/team shirt with the chapter's logo, the school's logo, or the TSA logo; t-shirts are unacceptable). Dress skirt/pants (unacceptable: jeans, baggy pants, exterior pocket pants; shorts). Socks: black or dark blue (males only). Shoes: Dress shoes or dress boots (unacceptable: athletic shoes, combat or work boots); females only may wear open-toed shoes or sandals.

Flip-flops, athletic shoes (tennis shoes, running shoes, etc.), army boots, combat boots or work boots are not permitted. Halter tops, tank tops, t-shirts, and shorts are also not permitted. Hats are not to be worn at any time during the conference.

Because adults (advisors, parents, and guests) serve as role models at TSA conferences and activities, they are also expected to dress appropriately for all TSA events they attend.

All attendees **MUST** wear their name badges at all times.

Conference Expenses/Liability

Colorado TSA is a non-profit organization. The symposium registration fees are predetermined based upon an analysis of all expenditures necessary to make the symposium a worthwhile and positive experience for all who attend. Symposium registration fees cover various expenses, including symposium supplies such as ID badges, program apps, awards, symposium facilities and other related expenses such as insurance and security.

The cost of transporting projects to and from the symposium is the responsibility of the individual school, its designated teachers, and/or their students. Colorado TSA will not be held responsible for any damage, loss, or theft before, during, or after the conference. It is the responsibility of the students to claim any projects after symposium at the designated time; any projects not claimed by the close of the conference will be disposed of.

Colorado TSA is not responsible or liable for any personal property, equipment, or materials brought to the symposium for use by a participant or attendee.



Policies and Procedures

Mandatory Reporting

Colorado TSA follows the Mandatory Reporting Law for Colorado and is obligated to report any known or suspected child abuse or neglect. The statute states:

Professionals Required to Report Rev. Stat. § 19-3-304

Persons required to report include:

- Physicians, surgeons, physicians in training, child health associates, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, nurses, hospital personnel, dental hygienists, physical therapists, pharmacists, or registered dietitians
- Public or private school officials or employees
- Social workers, Christian Science practitioners, mental health professionals, psychologists, professional counselors, and marriage and family therapists
- Veterinarians, peace officers, firefighters, or victim's advocates
- Commercial film and photographic print processors
- Counselors, marriage and family therapists, or psychotherapists
- Clergy members, including priests; rabbis; duly ordained, commissioned, or licensed ministers of a church; members of religious orders; or recognized leaders of any religious bodies
- Workers in the State Department of Human Services
- Juvenile parole and probation officers
- Child and family investigators
- Officers and agents of the State Bureau of Animal Protection and animal control officers
- The child protection ombudsman
- Educators providing services through a Federal special supplemental nutrition program for women, infants, and children, as provided for in 42 U.S.C. § 1786
- Directors, coaches, assistant coaches, or athletic program personnel employed by private sports organizations or programs
- Persons registered as psychologist candidates, marriage and family therapist candidates or licensed professional counselor candidates
- Emergency medical service providers

Reporting by Other Persons Rev. Stat. § 19-3-304

Any other person may report known or suspected child abuse or neglect.



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Standards for Making a Report Rev. Stat. § 19-3-304

A report is required when:

- A mandated reporter has reasonable cause to know or suspect child abuse or neglect.
- A reporter has observed a child being subjected to circumstances or conditions that would reasonably result in abuse or neglect.
- Commercial film and photographic print processors have knowledge of or observe any film, photograph, videotape, negative, or slide depicting a child engaged in an act of sexual conduct.

Privileged Communications Rev. Stat. §§ 19-3-304; 19-3-311

The clergy-penitent privilege is permitted. The physician-patient, psychologist-client, and husband-wife privileges are not allowed as grounds for failing to report.

Inclusion of Reporter's Name in Report Rev. Stat. § 19-3-307

The report shall include the name, address, and occupation of the person making the report.

Disclosure of Reporter Identity Rev. Stat. § 19-1-307

The identity of the reporter shall be protected.

No Weapons Policy

Colorado TSA has a strict no weapons policy. The term “weapons” includes any pistol, revolver, shotgun, machine gun, rifle, or other firearm, BB or pellet gun, Taser or stun gun, bomb, grenade, mine or other explosive or incendiary device, ammunition, archery equipment, dagger, stiletto, switchblade knife, or knife having a blade exceeding four (4) inches in length.

The Colorado TSA Spring STEAM Symposium is a private event and attending participants (including, but not limited to staff, advisors, chaperones, student members, volunteers and guests) are not permitted to carry weapons of any kind, including concealed or displayed firearms, onto the premises of any official Colorado TSA event for any reason. Colorado TSA reserves the right to require participants who violate this policy to immediately leave the premises of any official Colorado TSA event. Colorado TSA also reserves the right to revoke the credentials of such participants without refund of any registration fees. Each participant agrees that this policy is in force, and agrees to comply with this policy, regardless of whether or not signs prohibiting weapons are posted at the premises of any official Colorado TSA event.



Policies and Procedures

Advisor/Chaperone Responsibilities

Advisors are reminded that legal authority to enforce rules and control student behavior extends beyond the classroom to school-sponsored trips. Teachers stand in *loco parentis* (in place of parent) with respect to the students at all school-sponsored functions. Adequate supervision is required (1-10 ratio). When registering a chapter for S3, advisors are required to provide their cell phone number for emergency contact.

American Disabilities Act

Reasonable accommodations will be provided upon request for persons with disabilities. If you are a person, or have a student with a disability who requires an accommodation to participate in S3, please indicate any special needs when registering and notify the Colorado TSA State Advisor, Tony Raymond, at tony.raymond@cccs.edu or 720-858-2794.

Non-Discrimination Policy

The Colorado Technology Student Association does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and guests.

Refund Policy

Colorado TSA conference registration refunds are granted only to those who provide a written refund request received by the state office before the close of registration. The fee for cancellation is 50% of registration. All refund payments are mailed after the conference and the 50% cancellation fee is deducted accordingly. After registration has closed, no refunds will be issued, even in the event of inclement weather.



S3 Registration

While initial response to S3 has been overwhelmingly positive, it was determined that for this inaugural year of S3, registration would be limited to a maximum of 20 students per chapter, on a first-come, first-served basis. It is the hope that once interest and commitment to S3 has been established, it will be possible to move S3 to a bigger venue allowing the removal of the registration restrictions.

In order to register for the Colorado TSA Spring STEAM Symposium, the state conference and/or national conference, AN ADVISOR must affiliate the chapter with National TSA via the National TSA website (<http://www.registermychapter.com/tsa/natl/>) no later than January 1, 2019. Once a chapter is affiliated, they are affiliated for the entire year and may register for any state or national events.

Once an advisor has received confirmation that their chapter has officially affiliated, and their chapter roster has been uploaded to the national office, they may then register for any COTSA event, including the Spring STEAM Symposium via the state website. All conference registration is done online; there is **NO ON-SITE REGISTRATION**. All symposium registration and changes to S3 registration must be completed by midnight on March 15, 2019. **THERE ARE NO EXCEPTIONS!**

To register for S3, go to: <https://www.registermychapter.com/tsa/co-steam/Main.asp>, and click on CONFERENCE REGISTRATION. Registration **MUST** be completed and payment must be made to the state office **PRIOR** to the deadlines published in this guide! No forms or payments will be accepted at the symposium. **NO EXCEPTIONS WILL BE ALLOWED!** If a chapter has not paid the registration fee by the published deadline, they will **NOT** be permitted to participate in the symposium.

Payment can be made by check, money order, or done online via credit card (PayPal). No purchase orders will be accepted. Once online registration is completed, the computer system will allow chapter advisors to print out a copy of the registration invoice. Advisors will **NOT** get another copy.

Fees

Registration (before March 15): \$50/person

ALL ATTENDEES, including students, teachers, advisors, parents and chaperones who are actively taking part in the symposium activities are required to pay the registration fee. Only officially registered and badged symposium participants will be allowed in to S3 activities.

ALL PAYMENTS for symposium registration must be received by April 1, 2019 in order for a chapter to participate.



S3 Registration

Meals and Special Needs

Registration includes admittance to all conference activities, and includes lunch. Please note: When registering online, advisors will have the option to indicate (via the SPECIAL NEEDS window) if an attendee has a special dietary need. It is the advisor's responsibility to indicate if a special meal (e.g., gluten free, vegetarian, etc.) is required. Additionally, it's also good to confirm with the State Advisor any special needs requests. **NO ADDITIONAL SPECIAL MEALS WILL BE PREPARED OTHER THAN THOSE REQUESTED IN ADVANCE!** Extra lunch tickets can be ordered during the registration process for a \$20 fee.

In addition to placing any dietary restrictions in the SPECIAL NEEDS area on the registration site, advisors should also indicate any other special needs information of which Colorado TSA should be aware (e.g., needs interpreter, wheelchair access, etc.). In cases where an interpreter is needed, the cost of any arrangements (including any hotel accommodations) for an interpreter is the responsibility of the chapter/school/district and not of Colorado TSA. Interpreters will receive complimentary symposium registration.

Payment Options

Payment for symposium registration must be made no later than April 1, 2019 in order for a chapter to be allowed to participate in S3. No payments will be accepted on site! Purchase orders cannot and will not be accepted as a form of payment for registration. Payment for REGISTRATION ONLY can be made via check or online via credit card (via PayPal).

Once a chapter's students have been entered and any special needs indicated, the advisor should click on VIEW registration button to confirm the registration's accuracy. The advisor should then print a copy for the chapter's records. Payment then can be made one of two ways:

Payment By Check

Payments by check should be made payable to COLORADO TSA. The check AND a copy of the invoice generated by the registration system should be mailed to: Colorado TSA, 9101 E. Lowry Blvd., Denver, CO 80230. If a copy of the invoice is not included, the payment may not be credited in a timely manner.

Payment by Credit Card

Advisors wishing to pay for S3 registration with a credit card, may do so via the PayPal PAY NOW button on the registration invoice. A 4% convenience fee will be added to the invoice total when paying by credit card.

IMPORTANT: On the PayPal payment screen, in the field labeled "special instructions to the seller" enter the name of the school so payments can be properly applied to the chapter's invoice. Failure to enter the school's name in the "special instructions" box may delay the crediting of the payment.

Enter the amount shown on the invoice which was printed earlier and then submit the payment. Advisors should print a copy of the receipt for the chapter's records.



CTSO Multiple Release Form

In an effort to reduce the amount of paperwork that needs to be submitted by chapters to the state office, Colorado TSA, in conjunction with the state's other career and technical student organizations, has adopted the "Colorado Career and Technical Student Organization (CTSO) Multiple Release Form."

For Colorado TSA, chapter advisors should have student attendees and their parents/guardians read the requirements for attendance at each applicable student conference, and then read and complete the Multiple Release Form as well as the Attendee Conduct and Practices form.

Copies of the Multiple Release Form and Attendee Conduct and Practices form are to be retained by the chapter advisor; they are NOT to be sent to the state office. It is the responsibility of the chapter advisor to ensure that all participants have completed and returned the forms prior to the conference. The chapter advisor then certifies that each participant (student, advisor, chaperone, etc.) has completed the forms and they are in possession of the chapter advisor by completing the Certification Form which is located in the pages that follow. It is the responsibility of the advisor to produce these forms upon request by the state advisor.

Chapter advisors should submit ONLY the Advisor Certification Form in PDF format to the state office via the COTSA Advisor Certification Form Upload Site (located at: <https://goo.gl/qX7cXC>) no later than APRIL 1, 2019. Certification forms should NOT be emailed or sent via hard copy to the state office.



Colorado Career and Technical Student Organization (CTSO) Multiple Release Form

Please print and make sure to complete and sign all portions of the release form.

Please have student attendees and their parents/guardians read and complete this multiple-part form. Copies are to be retained by the chapter advisor. The chapter advisor will ensure all forms are completed by a certification process. Follow the certification submission from each CTSO. Colorado CTSO's include: Creative Careers, DECA, FBLA, FCCLA, FFA, HOSA, SkillsUSA, TSA, and (SC)².

MEDICAL RELEASE/AGREEMENT TO ACCEPT FINANCIAL RESPONSIBILITY

I hereby authorize any necessary medical/dental treatment required for this student. I/we further agree that I/we will assume all expenses involved in such medical/ dental procedures and will not hold the specific Colorado CTSO or its representatives liable for said expenses.

List any medical/dental conditions that a medical doctor/dentist should be made aware of:

List any allergies that a medical doctor/dentist should be made aware of:

Parent/Guardian Signature *Date*

LIABILITY

The undersigned being the parent or guardian of student named above hereby agrees to release the State of Colorado, State Board for Community Colleges and Occupational Education, Colorado Community College System, the Colorado CTSO, its representatives, agents, servants, volunteers and employees from liability for injury to the said minor resulting from any cause whatsoever occurring to the said minor at any time while attending a conference or meeting of Colorado CTSO, including travel to and from said meeting, excepting only such injury or damage resulting from the willful acts of such representatives, agents, servants, and employees.

Parent/Guardian Signature *Date*

CODE OF CONDUCT AND DRESS CODE

Students are to conduct themselves in accord with exemplary standards of ethics and behavior, including zero tolerance for any actions that violate any civil or criminal codes. Students found to be in violation of any laws, regulations or policies established for the CTSO event they are attending will be subject to disciplinary action and/or prosecution. Their parents or guardians and school officials will be notified and the student may be removed from the event.

Dress is to reflect the CTE/CTSO image and to follow guidelines for specific events. Each CTSO has specific dress code guidelines.

Reading and understanding completely the policies, practices, and procedures that will serve to govern the conduct and attire of persons attending a CTSO event, I do hereby agree to follow said policies, procedures, and practices and abide by any consequences of any violations.

CTSO Member Signature *Date*

Parent/Guardian Signature *Date*

PUBLICITY – STANDARD RELEASE FORM

CTSO photographers and videographers will be taking photos and video throughout the meeting for use in any manner the CTSO deems appropriate, including, but not limited to, CCCS/CTSO publications, use on the CCCS/CTSO website, and in connection with Competitive Events. Names will not appear on photos or in videos. By attending the meeting, you grant the CTSO the right, without approval, to photograph, record, use, and edit your photograph, video, image, likeness, appearance, performance, and any other indication of identity, in any format whatsoever, and to publish, disseminate, exhibit, publicly display, give, sell, and/ or transfer the same in any and all forms of media or distribution now known or hereafter discovered or developed (including, but not limited to, print media, internet, web casting, video streaming, television, or radio), for the use of the CTSO, its affiliates, or any individual, organization, business, publication, network, or other third party, in perpetuity, without payment or any consideration.

CTSO Member Signature *Date*

Parent/Guardian Signature *Date*

Form intended to be printed - Revised May 2018



Attendee Conduct & Practices

This form ***MUST BE COMPLETED BY ALL PARTICIPANTS*** (students & adults) attending the COTSA Spring STEAM Symposium. All forms ***MUST BE SIGNED by the attendee, parent, advisor, AND principal***, and returned to, and retained by, the chapter advisor.

1. The term “attendee” shall mean any student or adult attending the symposium and taking part in its activities.
2. Identification badges must be worn at all times by persons in attendance at the symposium.
3. There shall be no defacing of public property. Any damages to the property or furnishings in the conference venue must be paid by the individual(s) or school(s) responsible.
4. Attendees shall keep their advisors informed of their activities and/or whereabouts at all times. No attendee shall leave the symposium venue grounds (except for authorized events) unless permission has been received from their chapter advisor(s).
5. Attendees should be prompt and prepared for all activities.
6. Attendees should be financially prepared for all possibilities.
7. No attendee shall possess alcoholic beverages, narcotics, or firearms, in any form at anytime, under any circumstances. (See No Weapons Policy under Policies and Procedures in this guide)
8. Smoking is not permitted.
9. Attendees are required to attend all general sessions and activities assigned, including workshops, all general sessions, competitive events, etc., for which they are registered, unless engaged in some specific assignment taking place at the same time.
10. Chapter advisors are responsible for their attendees’ conduct.
11. Attendees violating any of the conduct rules will subject their entire delegation to being removed from the symposium.
14. To provide a safe environment for minors, it is the policy of Colorado TSA that a minimum of two adults supervise or be in attendance with minors during any organization-related activity. The purpose is to avoid one-on-one interactions between adults and minors that are not easily observable by others. There should be a minimum of two adults in the room.
15. Colorado TSA reserves the right to dismiss any attendee (adult or student) from the symposium without refund of registration fees for inappropriate actions, or a violation of these conduct and practices requirements.

Attendee:

I have read and completely understand the above COTSA Spring STEAM Symposium Attendee Conduct Practices and Procedures. I do hereby agree to follow the practices and procedures described. I fully understand that this is an educational activity and will, to the best of my ability, apply myself for the purpose of learning and will uphold the finest qualities of a person representing my school.

Attendee Signature

Date

Parent/Guardian, Advisor/ Teacher, & Principal:

I approve the student named above to attend the 2019 Colorado Technology Student Association Spring STEAM Symposium in Denver, CO on April 19, 2019.

Parent/Guardian Signature

Advisor/Teacher Signature

School Principal Signature



Advisor Certification Form

All participants at the Colorado TSA State Conference associated with the chapter listed below have read, agreed, completed and obtained the required signatures on the on the Colorado Career and Technical Student Organization (CTSO) Multiple Release Form and the Colorado TSA Attendee Conduct & Practices Form.

The Chapter Advisor has collected the above listed forms. The Chapter certifies:

- The forms have been reviewed for completeness (all forms must be complete!)
- The forms are on file with the school/district
- The forms will be in the advisor's possession at all conferences.

Chapter (School): _____

Chapter Advisor Name (Printed): _____

Chapter Advisor Signature: _____ Date: _____

Administrator Name (Printed): _____

Administrator Signature: _____ Date: _____

This form, and ONLY THIS FORM, is to be submitted via the COTSA Advisor Certification Form Upload Site (located at: <https://goo.gl/qX7cXC>) no later than APRIL 1, 2019. Certification forms should NOT be emailed or sent via hard copy to the state office. **Individual CTSO Multiple Release Forms and Attendee Conduct and Practices forms must be in possession of the advisor.**



ACS Contribution Form



During the school year, TSA chapters all across the country are encouraged to include in their Program of Work an activity that benefits the National TSA National Service Project - our work with the American Cancer Society. Chapters can engage in a number of activities, including participating in a Relay for Life event. Relay for Life is the ACS's signature event that offers chapters and schools a fun, healthy opportunity in the fight against cancer. The money raised by the individual chapters helps the vital research, education, advocacy, and patient services of the American Cancer Society.

In addition to recognizing chapters at the national conference for their overall contributions to the ACS, individuals can also help our National Service Project and contribute to the American Cancer Society directly. If you would like to help Colorado TSA support the efforts of the American Cancer Society by making a donation, please do so using the form below and include your donation (with checks or money orders made payable to the American Cancer Society) with your student's registration form.

Thank you for your time, commitment and generosity.

Name:

School:

Donation Amount: \$15 \$25 \$50 \$100 Other _____

All American Cancer Society Donation Forms/Checks are to be sent via USPS to
the COTSA State Office and not submitted online.

Send all ACS donations to: Colorado TSA, 9101 E. Lowry Blvd., Denver, CO 80230.

Make checks/money orders payable to American Cancer Society.



Deadlines

PAYMENT AND REGISTRATION DEADLINES ARE NOT FLEXIBLE! Failure to meet these deadlines may result in late fees and/or a chapter being unable to compete!

Deadline Date	Task To Be Completed
January 1, 2019	Deadline to complete National affiliation process. Chapters must be affiliated BEFORE registering for the State Conference, S3 and/or the National TSA Conference. To affiliate go to: http://www.tsaweb.org
October 20, 2018- January 15, 2019	STATE CONFERENCE REGISTRATION BEGINS! * Early Bird Registration (prior to Jan. 8, 2019): \$90 * Late Registration (after Jan. 8 but before Jan. 15, 2019): \$95 Go to: http://www.registermychapter.com/tsa/co . All substitutions, additions and changes must be completed by midnight January 15.
January 1 - March 15 2019	SPRING STEAM SYMPOSIUM (S3) REGISTRATION BEGINS! * Registration: \$50 Go to: https://www.registermychapter.com/tsa/co-steam/Main.asp . Registration must be completed by midnight March 15.
January 8, 2019	STATE CONFERENCE Early Bird registration ends! Registration goes up after January 8.
January 15, 2019	STATE CONFERENCE REGISTRATION CLOSES AT MIDNIGHT!! <i>No registrations or changes can be made after this date!</i>
January 15, 2019	State Conference room reservations need to be completed.
February 1, 2019	State Officer applications must be completed and received, including reference letters.
February 1, 2019	Early Submission Deadline for State Conference. Early submissions should be uploaded via http://goo.gl/hwsZvG by midnight.
February 1, 2019	Advisor certification form and registration payments for the STATE CONFERENCE are due; if a chapter's certification forms are not received, it will not be allowed to compete! Payments can be via check or online with a credit card. Upload Certification Forms via: https://goo.gl/qX7cXC by midnight.
Feb. 21-23, 2019	COTSA State Conference
March 15, 2019	SPRING STEAM SYMPOSIUM REGISTRATION CLOSES AT MIDNIGHT!
April 1, 2019	Submission deadline for all Film Festival entries. Participants should submit their entries via: https://goo.gl/Bhu2vc by midnight.
April 1, 2019	Advisor certification form and registration payments for <i>SPRING STEAM SYMPOSIUM</i> are due; if a chapter's certification form is not received, it will not be allowed to participate! Payments can be via check or online with a credit card. Upload Certification Forms via: https://goo.gl/qX7cXC by midnight.
April 19, 2019	S3 - Spring STEAM Symposium
June 28-July 2, 2019	National TSA Conference - Gaylord National Harbor, Washington, DC



COTSA Alumni Association

The Alumni of the Colorado Technology Student Association is a dynamic group of individuals who have participated as student members of our organization. Each year, this dedicated group of people volunteer their time to help out at the various TSA conferences! We couldn't put on the successful events as we do without their help!

Colorado TSA is always looking for ways to reconnect with alumni and keep them involved! Alumni, or those interested in being an alumni member after graduation, should sign up with the Colorado TSA Alumni Association.

It's a simple process...just visit: <https://goo.gl/forms/RctscNvP4aGzidXR2> and complete the online form. As an

alumni association member, you still get the opportunity to participate in all of Colorado TSA events - only in a much larger capacity! Advisors are encouraged to have all of their graduating seniors to sign up for the Alumni Association.



Interested individuals can also connect with the alumni association by visiting the Alumni Facebook page at <https://www.facebook.com/COTSAalumni/>.

Website and Social Media

Colorado TSA maintains an active web presence through its web page and social media, including pages on Facebook as well as Twitter. Everyone is welcome to join!

Chapters should be taking photos of their activities throughout the year and sharing them with the COTSA State Office! It's a great way to network with fellow TSA members and promote a school's chapter and activities. Photos of students conducting community service projects, working on their various competitive events, participating in meetings, or just having fun are all welcome! Chapters should send photos to the COTSA State Advisor, Tony Raymond, at tony.raymond@cccs.edu and should include name(s), location(s), and date(s) along with a brief description for each photo.

For news, updates, forms, and association-related information, check out the COTSA website at <http://www.cotsa.cccs.edu> or visit our Facebook page at <https://www.facebook.com/ColoradoTSA/>.



Colorado Technology Student Association



Events



S3 Events

The purpose of the Spring STEAM Symposium (S3) is to provide students with professional development opportunities outside of a competitive environment. In addition to several panel presentations, workshops and how-to sessions (please consult the conference program app for specific session information), there are several “events” in which students may present their own work for critique feedback:

Capstone Project Presentation

Using a round-table presentation format, students share their capstone projects (research results, completed work, as well as innovative concepts, products, etc.). Each presentation should have a short “elevator speech intro” of no more than 30 seconds to present to passers-by that briefly summarizes the topic of the capstone project. Presenters are also expected to be able to answer questions that participants may have regarding the project.

Film Festival

This showcase of student-made films allows students to demonstrate their skills in a number of STEAM-related areas, including writing, drama, photography, fine arts, computer technology, business development, leadership, math, and science.

Photography Show

Students submit a single matted photograph in one of a number of categories for critique and review.

Portfolio Review

Participants submit portfolios for review by business and industry professionals.

Specific information and criteria for submission are contained on the following pages. Please be sure to review the guidelines for participation in each of these events. When registering, advisors will need to select the appropriate events in which their students plan on participating.

Workshops

In addition to the events listed here, Colorado TSA is preparing a comprehensive list of workshops, seminars, and presentations by business and industry professionals on a variety of topics, including: leadership development, parliamentary procedure, film/video production, marketing, career development, hands-on sessions, and more! Details on the presentations lined up will be posted on the Colorado TSA website (<http://cotsa.cccs.edu/s3>) as they become available! Stay tuned!



Capstone Project Presentation

OPEN TO MIDDLE AND HIGH SCHOOL STUDENTS

I. OVERVIEW

A capstone project is a culminating learning activity that encourages critical thinking and research, promotes conversation and problem solving, and results in real life application of prior and acquired knowledge. Through capstone projects, students concentrate on areas of personal interest. Using an inquiry-based method, they will connect their acquired knowledge to life experiences, thus deepening their awareness of what they learned. The goal of a capstone project is to not only sharpen and expand the students' method of research but to develop interpersonal and communication skills and to encourage personal growth.

In this event, students will present their capstone projects (senior design projects, MYP personal projects, etc.) in a poster-session setting to teachers, business and industry professionals, and their peers to gain feedback prior to presenting the projects for a final grade.

The Capstone Project Presentation is an opportunity to fine-tune the Capstone Project prior to presenting it for a final grade. Unlike the fast pace of a slide show or verbal presentation, a Capstone Project Poster Session allows viewers to study and reread the presenter's information/project and discuss it with them one-on-one.

II. ELIGIBILITY

Open to HIGH SCHOOL and MIDDLE SCHOOL students. Limit one capstone project per individual.

III. PROCEDURE

- A. Presenters create a free-standing poster or display board as a visual aid to explain/illustrate their capstone project according to the regulations below.
- B. Presenters check in their projects at the time and place stated in the symposium program.
- C. Presenters are expected to remain with their poster/display for the duration of the poster session. Presenters should have a brief "elevator speech" of no more than 30 seconds to present to passers-by that briefly summarizes the topic of the capstone project.
- D. Presenters are also expected to be able to answer questions that participants may have regarding the project.



Capstone Project Presentation

IV. SPECIFICATIONS

- A. A capstone poster session should have a free-standing poster or display not to exceed 15” deep, 36” tall, and 48” wide.
- B. A list of the student’s school/district requirements for the capstone project must be provided.
- C. Collateral materials (e.g., design log, notebook, sketch book, prototype, display, model, etc.) must fit within the allotted display space.
- C. A/C electricity may not be used. This includes power for laptops/displays.
- D. Dry cell or photo-voltaic cells may be used for power, if desired.
- E. Any power source used must fit within the maximum display area.
- F. The poster session should be treated as a “dress rehearsal” for the final presentation to the student’s home school.

V. EVALUATION

The poster sessions will be presented during the specified time. Audience members will provide feedback directly to the students. No rubric will be used.



Film Festival

OPEN TO MIDDLE AND HIGH SCHOOL STUDENTS

I. OVERVIEW

Film-making is not only the creative endeavor of the director. It takes many hands and minds to make a successful film. This event allows students to incorporate skills including, but not limited to, language and writing, drama, photography, fine arts, computer technology, business development, leadership, math, and science in order to create a film from a category of the student's own choosing.

II. ELIGIBILITY

Open to HIGH SCHOOL and MIDDLE SCHOOL students. There is no limit to the number of entries a participant or team may submit. Films may be submitted by an individual or team.

III. PROCEDURE

- A. Entries must be started and completed during the current school year.
- B. Participants upload their entries to the Colorado TSA S3 Film Festival Upload Form located at: <https://goo.gl/Bhu2vc> no later than April 1, 2019. ***Contestants will need to complete the information form required and upload the film in either .MP4 or .MOV format along with along with a 30-second trailer, a production still in .JPG format, and any Photo/Film Consent and Release forms. Entries that are not submitted via the form upload site by the deadline will NOT be considered for competition.***
- C. Entries will be reviewed by the panelists. The top films in each category (listed in the Specification section) will be selected for screening at the festival.

IV. SPECIFICATIONS

- A. Writers and directors must be middle school or high school students.
- B. Each film submitted must not exceed a maximum running time of 10 minutes, including credits.
- C. Each entry must include:
 1. The full length film
 2. A 30-second trailer
 3. A .JPG production still
- D. Each film submitted must be submitted in .MOV or .MP4 format; each film should not exceed 1 GB in file size. It is preferred that the film be submitted in HD format; 1080 or 720 pixels wide; 16:9 is the preferred aspect ratio; 4:3 will also be accepted.



Film Festival

E. When submitting the film, the submitters must complete the entry form which includes the following information:

1. The film's title
2. A brief synopsis of the film
3. Contact information, including email and phone number
4. A list of the credits, including: director(s), writer(s), producer(s), and cast/crew members along with their roles in the film.
5. The category of the film. The film must be submitted in one of the following categories:
 - ▶ Animation
 - ▶ Documentary
 - ▶ Experimental
 - ▶ Feature
 - ▶ Music video
 - ▶ Silent Movie
6. The genre of the film (Sci-Fi, Romance, Drama, Comedy, etc.)
7. The run time of the film. All films should not exceed 10 minutes in length.
8. Completion date
9. Production budget (in USD)
10. Shooting format (Digital, 35mm, RED, etc.)
11. Aspect ratio (16:9, 4:3, etc.)
12. Film color (black and white, color, or color with black and white)

F. Films submitted for consideration must not promote alcohol, tobacco and other drug use, violence, profanity, sexual content, or disrespect to oneself or others. The film festival screening committee reserves the right to interpret the content of the film and disqualify films from the festival.

G. All ideas, text, images, sound and music from other sources must be properly documented. If copyrighted material is used, proper written permission must be included. NOTE: The film will not be considered if copyright procedures are not followed.



Film Festival

- H. All recognizable individuals appearing in the film must give their written consent before the images can be used for this showcase [see Photo/Film Consent and Release form]. All consent forms must be submitted as a single, multi-page PDF document via the Colorado TSA S3 Film Festival Upload Form when the film is submitted.

IV. SELECTION & SCREENING

A selection committee will view films and choose which films will be shown at the S3 film festival. Selected entries will be screened by the judges who will score each film based on a common rubric. These scores will then be brought to the festival and averaged with audience voting to calculate overall winners.



PHOTO/FILM/VIDEO CONSENT AND RELEASE

I hereby give permission for images of my child or myself (as applicable), captured during Technology Student Association (TSA) activities through film, photo or digital camera, to be used solely for the purposes of TSA promotional materials and publications, and I waive any rights of compensation or ownership thereto.

Name of minor in images (please print)

Name of minor's parent/guardian (please print)

Name of adult in images (please print)

Parent/guardian or adult's signature (as applicable)

Date



Photography Show

OPEN TO MIDDLE AND HIGH SCHOOL STUDENTS

I. OVERVIEW

Participants submit a one (1) matted photographic image for critique and display.

II. ELIGIBILITY

Entries are limited to one (1) per student. Open to HIGH SCHOOL and MIDDLE SCHOOL students.

III. PROCEDURE

- A. Entries must be started and completed during the current school year.
- B. Participants check in their entries at the time and place stated in the conference program. Prints must be picked up at the designated time at the conclusion of the event.
- C. Entries will be reviewed by the panelists. The top photos in each category will be selected and discussed during a panel discussion

IV. SPECIFICATIONS

- A. Each student will submit a single print that meets the following requirements:
 1. Print size must be 8" x 10".
 2. Image can be either in landscape or portrait orientation.
 3. Image may be color or black and white.
 4. All prints must be mounted to a 11" x 14" backboard with an 11" x 14" black over matte.
 5. The total thickness of the finished piece may be no thinner than 1/8" and no thicker than 1/2".
 6. All prints must be entered into a single category chosen from the list below:
 - a. ***Nature and Landscapes*** - Photographs in this category include landscapes, outdoor scenics, nature images, sunsets, urban landscapes, seascapes, cityscapes, and farms. These images showcase outdoor beauty.
 - b. ***Animals/Wildlife*** - Photographs in this category include images of animals. Images can be of pets (dogs and puppies, cats and kittens, birds, reptiles, amphibians, etc.), as well as wildlife, zoo life, farm/domesticated animals, and even insects.



Photography Show

- c. **People** - Photographs in this category include people in all walks of life - parenting and family, children, cute baby pics, couples and relationships, models/fashion, people engaged in fun outdoor activities, etc. **(NOTE: Recognizable individuals selected and pictured in the images must give their written consent before the images can be used for this showcase [see Photo/Film Consent and Release form]. All consent forms must be affixed to the back of the photograph.)**
- d. **Elements of Design** - Photographs in this category are artistic images that make good use of graphic elements of design. Photographs should showcase line, shape, pattern, form, texture, perspective, etc., and can consist of any subject matter. Photographs may also include interesting photographic techniques such as bokeh and motion blur. This category is NOT for extreme digital creations or graphic design illustrations such as those created using software including Adobe Illustrator.
- e. **Digital Darkroom** - Photographs in this category include digital art - images created or drastically altered in software like Adobe Photoshop. Although digitally manipulated images are also allowed in the above categories, this is a category exclusively showcasing such art. This category is for those images where the digital darkroom work is the main attraction of the photo. Photographs to be included in this category are composites and creations, HDR photos, and photos stitched into a panoramic. This category is NOT for photos that have such a subtle application of photo-editing techniques that one cannot obviously tell any post-processing work has been done.
- f. **Travel & Place** - Photographs in this category include images that express the joys and adventures of travel photography, showcasing place as an important part of the photo. Note: For photos in this category, participants must include the place name in the title or description of the photo. Images can include landscapes, outdoor scenics, nature images, urban landscapes, seascapes, cityscapes, or people - any subject that may be encountered while traveling, as long as the photo expresses a sense of PLACE. If the photo could have been taken anywhere, it doesn't belong in this category. **Important: Recognizable individuals selected and pictured in the images must give their written consent before the images can be used for this showcase [see Photo/Film Consent and Release form]. All consent forms must be affixed to the back of the photograph.** This category is NOT for transportation and methods of travel; those should be entered under the "Man-Made" category.
- g. **Flowers** - Photographs in this category include images of flowers - shot outdoors, photographed in the studio, or in an arrangement on a table.



Photography Show

- h. **Details and Macro** - Photographs in this category feature small details that suggest a larger story. Detail photos may be an extreme closeup so long as it is a tight composition of a detail. Macro images may include such things as coins, clocks, insects, stamps, ice crystals, etc. Note: a macro image of a flower is better placed in the Flowers category, unless it is so close that it becomes abstract and looks little like a recognizable flower.
 - i. **Man Made** - Photographs in this category focus on man-made objects such as transportation (planes, trains, automobiles, etc.), architecture, industry, and cityscapes. This category is NOT for bokeh, light-painting, and/or motion blur photos (which belong in the “Abstract/ Graphics” category); black and white or partially-colored photos (which belong in the “Digital Darkroom” category); still-life photos (which, if they don’t fit into any other category, belong in the “Details” category).
5. All prints must have a label placed on the upper middle portion of the back that includes the following information:
- a. Title of Photograph (“Untitled” if none)
 - b. Category of Entry
 - c. Photographer’s name
 - d. Instructor’s name
 - e. School name

VI. EVALUATION

Entries will be reviewed by the guest panelists. The top photos in each category will be selected and discussed during a panel discussion.



PHOTO/FILM/VIDEO CONSENT AND RELEASE

I hereby give permission for images of my child or myself (as applicable), captured during Technology Student Association (TSA) activities through film, photo or digital camera, to be used solely for the purposes of TSA promotional materials and publications, and I waive any rights of compensation or ownership thereto.

Name of minor in images (please print)

Name of minor's parent/guardian (please print)

Name of adult in images (please print)

Parent/guardian or adult's signature (as applicable)

Date



Portfolio Review

I. PURPOSE

The Portfolio Review event is designed to provide students in the process of preparing/developing a portfolio (art, engineering, music, design, etc.) with an opportunity to receive constructive feedback from business and industry professionals. The goal of this event is for participants to practice their networking skills and get feedback on how to tell their unique story to potential employers.

II. ELIGIBILITY

This event is open to Middle School and High School members. Entries are limited to one (1) entry per individual.

III. SPECIFIC REGULATIONS

- A. Participants should prepare their portfolio ahead of time. Portfolios do not need to be perfect - they should include examples of the participants' best work. There is no restriction to the content area of the portfolio (i.e., a portfolio may be one showcasing graphic elements or photography, or one that highlights engineering achievements or architectural designs).
- B. Participants should be prepared to talk about the samples in the portfolio and their thought processes when putting the portfolio together.
- C. Participants should treat this as a potential job interview with feedback. The professionals invited to help review portfolios will help shed light on the basic principles and ideas to be considered when creating a more powerful portfolio.
- D. Participants may present interactive work on a personal laptop or mobile device. Participants should plan on A/C power NOT being available. Participants should also NOT rely on having access to the Internet.
- E. Participants should also bring along copies of their resume.

VI. EVALUATION

Individual portfolio review durations will be based on the overall number of entries received, the time available for interviews at the Symposium, and the number of reviewers available.



Student Round Table

I. PURPOSE

Colorado TSA members are engaged in a number of projects in various areas and programs through their schools that other students would benefit from or could collaborate on, if they only knew about them. In this event, students maximize their networking opportunities by exchanging information on their projects with their peers in a round-table format.

Through parallel sessions, each presenter delivers their content to a table of approximately 10 participants in 15 minutes or less, followed by a 10 minute interactive discussion. When time expires, the participants move to another table. Presenters deliver their content four times with different sets of participants, benefiting from the ideas and practical experiences of all.

II. ELIGIBILITY

This event is open to Middle School and High School members. Entries are limited to one (1) entry per individual or team with a maximum of three (3) presenters per team.

III. SPECIFIC REGULATIONS

- A. Presenters register their Round-table Topic via the Symposium registration website. Presentations can include, but are not limited to:
 - 1. Completed projects that the presenters would like to share (along with successes and challenges encountered along the way)
 - 2. Projects currently in process that presenters would like input and feedback upon
- B. Participants report to the time and place stated in the conference program and set up their presentation. Participants must provide any visual aids for their presentation, including laptops. Due to the nature of the presentations and the limited space at S3, no projectors will be allowed. Any multimedia presentations should be shown on a laptop screen. A/C power will be available, but presenters must provide their own laptops and power strips. Presenters should NOT count on the availability of the Internet for their presentation.
- C. Once the event starts, the presenters have a total of 15 minutes to deliver their presentation about their project, plus a 10 minute discussion where they field questions and solicit feedback from the audience participants. Five (5) minutes will be granted between sessions to allow for participant transitions.
- D. At the conclusion of the time, presenters remain at their designated location and participants move to another presenter's table.
- E. Presenters will deliver their presentation a total of four (4) times with different sets of participants.

VI. EVALUATION

There is no formal evaluation. Presenters will receive comments/feedback from participants during the four presentations.



Notes:



Notes:



Notes:



Colorado Technology Student Association