

# SGE 2015 Convention Checklist

1). Book lodging. A block of rooms at \$55 plus tax has been reserved at the Best Western located at 2309 Iowa St., Lawrence, Kansas. Please call (785) 843-9100 to reserve your room. Give them the dates first (March 27-29) and then tell them you are with the **KU GEOLOGY** block. The reservations must be made by **February 23<sup>rd</sup>**.

2). Arrange transportation. The closest airport is Kansas City, MO. (MCI). We are working with KU to provide some shuttles to and from the airport. If flying, I would recommend submitting your flight arrival/departure time to us before booking another shuttle.

Links to other shuttle services to and from airport: <http://fiveguysshuttle.com/>  
<http://www.supershuttle.com/Locations/MCIAirportShuttleKansasCity.aspx>  
<http://kcroadrunner.com/>

3). Complete the enclosed *SGE 2015 Registration Form\*/Committee Form\** and mail it by **February 23<sup>rd</sup> with your \$50 deposit** to:

Paula Even  
Dept. of Earth Science - 0335  
University of Northern Iowa  
Cedar Falls, IA 50614

\* Additional forms are available on the homepage of the website.

4). Complete the online fillable pdf registration and committee forms and email them to: [even@sigmagammaepsilon.com](mailto:even@sigmagammaepsilon.com) by **February 23<sup>rd</sup>**.

5). Delegates should submit a publish ready electronic Chapter Report to [even@sigmagammaepsilon.com](mailto:even@sigmagammaepsilon.com) by **March 1<sup>st</sup>** following the template on the SGE website homepage for publication in *The Compass*. National officers should submit a publish ready electronic Officer Report to [even@sigmagammaepsilon.com](mailto:even@sigmagammaepsilon.com) by **March 1<sup>st</sup>**.

6). Delegates must prepare and present a Chapter Report at the 43<sup>rd</sup> Biennial Convention. All Chapter Report presentations are limited to 5 minutes each. A delegate may use a PowerPoint for their Chapter Report if they desire. PowerPoint presentations are limited to 7 slides and should be emailed to [even@sigmagammaepsilon.com](mailto:even@sigmagammaepsilon.com) by **March 1<sup>st</sup>**.

● *A \$500 stipend is being provided for the Official Delegate of each chapter by the National Council upon complete attendance of the 2015 convention and submittal of Chapter Report. \$50 stipends for alternates and \$200 stipends for advisors are being provided upon complete attendance of the 2015 convention.*

● *The \$50 deposit will be refunded at the end of the conference if the registration and fee are postmarked by February 23<sup>rd</sup> and upon complete attendance of the 2015 convention.*

● *Participants who have registered by February 23, 2015 will receive a commemorative centennial item.*

**SGE 43<sup>rd</sup> Biennial Convention and Centennial Celebration**  
**March 27 – 29, 2015**  
**Lawrence, KS**

**Tentative Schedule**

Friday, March 27, 2015

Morning and afternoon – arrivals  
3:00pm - Chapter/Province reports  
6:00 pm –Welcome and Pizza  
7:00-9:00 – Committee meetings

Saturday, March 28, 2015

8:00am – Continue Chapter/Province reports and Committee mtgs.  
9:15-9:30 break  
11:30am – Field trip departure; sack lunch  
4:30pm – End field trip; return to hotels  
5:30 Social time  
6:00 Dinner and presentation

Sunday, March 29, 2015

8:30am – Business meeting  
9:30-9:45- break  
12:00 adjournment

Questions? Please contact Paula Even @ 319-505-3391.