

# SGE 2017 Convention Checklist

## September 22-24, 2017

1). Arrange transportation. The closest airport to Charleston is Champaign, IL. (CMI). We are working with Eastern Illinois University (EIU) to provide some shuttles to and from this airport. If flying, please submit your flight arrival/departure time to us before booking other transportation to EIU (you are responsible for paying for transportation other than the EIU shuttle).

2). Complete the enclosed *SGE 2017 Registration Form\*/Committee Form\** and mail it by **September 8th with your \$50 deposit** to:

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

\* Additional of the forms will be available on the homepage of the website August 2017.

4). Complete the registration and committee forms and email them to:  
[even@sigmagammaepsilon.com](mailto:even@sigmagammaepsilon.com) by **September 8<sup>th</sup>**.

5). Delegates should submit a publish ready electronic Chapter Report to [even@sigmagammaepsilon.com](mailto:even@sigmagammaepsilon.com) by **September 8<sup>th</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 **September 1<sup>st</sup>**.

6). Delegates must prepare and present a Chapter Report at the 44<sup>th</sup> Biennial Convention. All Chapter Report presentations are limited to 10 minutes each. Delegates are encouraged to present their Chapter Report in a PowerPoint. PowerPoint presentations should be emailed to [even@sigmagammaepsilon.com](mailto:even@sigmagammaepsilon.com) by **September 8<sup>th</sup>**.

● A \$400 stipend is being provided for the Official Delegate of each chapter by the National Council upon complete attendance of the 2017 convention and submittal and presentation of Chapter Report. \$50 stipends for alternates and \$200 stipends for advisors are being provided upon complete attendance of the 2017 convention.

● The \$50 deposit will be refunded at the end of the conference for delegates, alternates, and advisors if the registration and fee are postmarked by September 8<sup>th</sup>, copies of the forms are emailed to [even@sigammaepsilon.com](mailto:even@sigammaepsilon.com) by September 8<sup>th</sup> and upon complete attendance of the 2017 convention.