

# CWIT Conference Sponsorship

**Computing & Engineering Students Apply Today!** The Center for Women in Technology (CWIT) at UMBC is sponsoring a small group of students to attend each of the following professional conferences. Conferences are a great opportunity to:

1. Connect with women and underrepresented groups in tech,
2. Celebrate the diversity that exists in engineering and computing,
3. Get quality career advice specific to your interests,
4. Apply to jobs and internships,
5. Learn new skills!



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**Total Approximate Value of the Sponsorship: \$2,500**

**Application Deadline: May 8, 2023**

**Application Link:** [tinyurl.com/CWITConferenceApp](https://tinyurl.com/CWITConferenceApp)

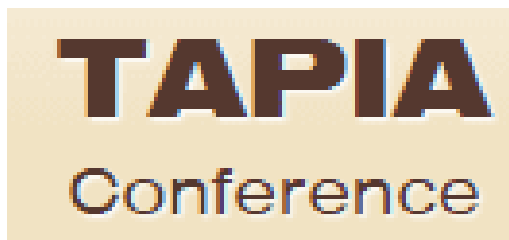
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## Grace Hopper Celebration

Orlando, FL

Grace Hopper Celebration is the world's largest gathering of women technologists. The Grace Hopper Celebration of Women in Computing is a series of conferences designed to bring the research and career interests of women in computing to the forefront.



## Tapia Conference

Dallas, Texas

The Richard Tapia Celebration of Diversity in Computing is a conference designed to promote diversity, connect undergraduate and graduate students, faculty, researchers, and professionals in computing from all backgrounds and ethnicities.



## Society of Women Engineers Conference

Los Angeles, CA

This annual conference is the largest event of its kind for women engineers and employers who want to leverage the passion and perspective of this influential group.

# **Conference Sponsorship**

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## Sponsorship Details:

- ❖ Paid and organized BY CWIT:
  - Conference registration fee
  - Hotel: 4 nights of lodging with 2-4 students per room at the conference hotel
- ❖ Paid and organized BY STUDENT and reimbursed after the conference with proper receipts. You will be reimbursed for the amount shown on the receipts as long as it is not above the maximum amounts shown below:
  - Maximum **\$300- Florida** round trip flight (Coach class only will be reimbursed).
  - Maximum **\$300- Texas** round trip flight (Coach class only will be reimbursed).
  - Maximum **\$500 - California** round trip flight (Coach class only will be reimbursed).
  - \$100: Airport parking fees and other transportation from airport to hotel and back
  - \$47 a day meal per diem

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## Timeline of Expectations if Selected:

- ❖ Attend a meeting in early summer (date/time TBD) to meet other conference attendees and learn more about what to expect at the conference. There will be another meeting in September to go over the reimbursement procedures for your expenses.
- ❖ BY July 1:
  - Book your flights by July 1st
  - Complete CWIT's Travel Submission & Emergency Contact form.
- ❖ BY 9/1: Communicate with your faculty about attending the conference and making arrangements for any missed coursework. We will provide a letter saying that you are being sponsored to help you have these conversations.
- ❖ IN SEPTEMBER: Attend a meeting in September to discuss reimbursement procedures, sign up to volunteer at the CWIT table at the conference, and review final trip details.
- ❖ POST CONFERENCE:
  - Attend a debriefing meeting after the conference to talk about what you learned.
  - Schedule a Reimbursement meeting with UMBC staff member to complete all necessary forms. A detailed email with necessary paperwork will be sent to you right after the conference, along with a link to schedule the meeting.
- ❖ FALL or SPRING SEMESTER: Attendees will also be asked to share their experiences with other students at a CWIT event later in the school year.
- ❖ ALWAYS: Respond promptly to e-mails from us about the conference and complete the necessary paperwork required for travel and reimbursement according to UMBC policies and deadlines.

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**Note:** Students who have never attended the conferences before will receive priority. Students who do not meet these criteria are still eligible, though, so do still apply!

**Questions:** Contact Dr. Seaman at [cseaman@umbc.edu](mailto:cseaman@umbc.edu)