



## **STEM Professional Booth** **Information Packet**

**September 22, 2018**  
**9 AM to 1 PM**

**STEM Professional Booth Coordinator:**  
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### **STEM PROFESSIONAL BOOTH GUIDELINES**

- Booths must be staffed by a minimum of one (1) a maximum of four (4) adults throughout the event. Someone must be at the booth at all times during the event.
- Booth hosting is open to University students and University student groups, Non-profit organizations, Professional Organizations, Corporations and Community partner organizations of both the Houston Museum of Natural Science.
- Community booths will be located in the Grand Hall of the Houston Museum of Natural Science. This area is open to the general public and not simply ticketed Museum visitors.
- The museum provides each group with one 6-foot table and two chairs. Due to limited space and safety concerns for the large crowd during the STEM/Nova Day event, all materials must be confined to the top and sides of your table. Table top easels will be allowed.
- If your organization is considering using anything that could be considered hazardous, corrosive, or involves an open flame or projectiles please contact the STEM/Nova Day Coordinator to discuss specific guidelines for your materials.
- Sometimes things get messy! If your project involves something that is potentially messy please bring anything you might need to clean up your area throughout the event.
- Museum visitors will not be allowed to bring any food or beverage items into the museum exhibit halls—please keep this in mind if your table's activity or give away involves anything that can be considered food, beverage or candy that visitors may not be allowed to take it with them as they enjoy the museum that day.
- Electrical outlets will not be available for booth use. If your booth requires the use of electronic equipment please be sure that all items are battery operated.



## FREQUENTLY ASKED QUESTIONS

### **What is STEM/Nova Day at HMNS?**

STEM/Nova Day at the Houston Museum of Natural Science is an event designed for Boy Scouts and their families to learn about science, technology, engineering and math while earning STEM/Nova Awards for their specific level of scouting. During the event, scouts will have the opportunity to work toward their awards by participating in specific activities, demonstrations and research in the museum. Part of the requirements for these awards include talking to professionals in STEM careers. This year we are accepting applications for STEM Professional Booths!

### **What is a STEM Professional Booth?**

These booths are located in the Grand Hall at HMNS and hosted by local STEM organizations that would like to engage Houston area families in STEM outreach. At each booth, the organization will have a STEM activity or demonstration to share with STEM/Nova participants as well as the general public that visits HMNS on the day of the event. It is a great opportunity to engage Houston area families and share your knowledge with the next generation!

### **What are the benefits of hosting a STEM Professional Booth?**

- Admission to the Permanent Exhibit Halls for up to 4 individuals (booth staff) to the Houston Museum of Natural Science for the day of the event.
- Access to refreshments during the event (booth staff only).
- Free parking for 1 car in the HMNS garage for the day of the event. (Additional cars may be parked on nearby streets at meters or in the HMNS garage for \$20/day)
- A chance to make new friends, mingle with colleagues and have a lot of fun!

### **How do we apply to be a STEM Professional Booth?**

Fill out an application with information on your organization and the activity or demonstration that you plan to do. Applications can be found on the STEM/Nova page or you can email [kfriedemann@hmns.org](mailto:kfriedemann@hmns.org) to be placed on the notification list.

### **Can I sell things at my booth?**

No, there are to be no items for sale at any of the STEM Professional Booths.

### **Can I bring things to hand out and promote my organization?**

Yes! We want this to be something beneficial to your organization as well. Please bring enough for everyone. We are expecting about 500 people including participants and general public.

### **What kinds of activities should we do?**

The activity or demonstration can be anything related to science, technology, engineering or math. It does not have to be complicated or expensive, and you are welcome to use demonstrations or activities that you have done at past HMNS events or even at other family events. If you would like recommendations or feedback on an activity that you would like to do at the STEM/Nova day, please email the STEM/Nova Day Coordinator at [kfriedemann@hmns.org](mailto:kfriedemann@hmns.org).

### **What does HMNS provide as a set up for the event?**

One 6-foot table and two chairs. Signs and displays can decorate the table front and sides. HMNS will not be providing table coverings, but you are welcome to bring your own. Access to electrical outlets is not available for booths— please bring a battery pack and backup batteries for any electronic items you may be using at your booth.

### **If my group is chosen to host a STEM Professional Booth at STEM/Nova Day, how will I be notified?**

Communication with STEM Professional Booth applicants is done exclusively via email. Please be sure that the email address that you have provided on your application is valid and checked often. We plan to notify all applicants at least two weeks prior to the event.