

2023
**ATE
PRINCIPAL
INVESTIGATORS'
CONFERENCE**
OCTOBER 25-27

OMNI SHOREHAM HOTEL
WASHINGTON, D.C.

CELEBRATING
30 years
OF ADVANCING TECHNOLOGICAL EDUCATION

CONNECTION
COLLABORATION
INNOVATION



**CONFERENCE
INFORMATION
BROCHURE**

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WWW.ATEPICONFERENCE.COM

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ABOUT THE ATE CONFERENCE

The 2023 ATE Conference will be held on October 25-27 at the Omni Shoreham Hotel in Washington, D.C. The conference will bring together more than 850 NSF ATE grantees and their project partners to focus on the critical issues related to advanced technological education. Key people working on ATE projects across the country will participate in the event. Conference participants represent community colleges, business and industry, secondary school systems, and four-year colleges covering projects in a wide variety of areas, such as information technology, engineering technology, micro- and nanotechnologies, chemical technology, biotechnology, and others.

NEW AGENDA CHANGES

New this year, the ATE Conference will offer an extended conference agenda and open with pre-conference workshops starting at 9:00 a.m. on Wednesday, October 25. The pre-conference workshops will be followed by a select number of Affinity Group Meetings and additional high impact sessions—as well as opportunities for Congressional advocacy and scheduling Capitol Hill visits—on Wednesday afternoon prior to the conference opening. See the preliminary schedule of events on the conference website and stay tuned for further information!

EVENT STRUCTURE

Please note that AACC will not offer a virtual track or component as part of the 2023 ATE Conference. This decision was made in consultation with the National Science Foundation upon careful consideration of participation rates and evaluation survey results from the 2022 event. NSF expects that ATE PIs attend the conference as a stipulation of their grant award. If unable to do so, ATE PIs are asked to designate team members or partners to attend the event.

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CALL FOR SESSIONS

ATE Projects and Centers are invited to submit proposals to conduct sessions as part of the agenda for the 2023 ATE Conference. Please see the conference website for further information and to submit a session by the deadline of **August 1, 2023**.

CONFERENCE REGISTRATION

All conference participants are directed to register online for the ATE Conference through the event website at www.ATEPIConference.com by the deadline of **September 27, 2023**. Registration is primarily limited to the principal investigator, co-principal investigators, and team members of ATE-funded projects and centers. Additional attendees may register through association with an ATE project or center team.

ATE PROJECTS

Each ATE project will receive **two** complimentary conference registrations. Projects may also bring up to three additional people, each of whom must pay a \$500 registration fee. ATE projects may register up to a maximum of five people to attend the event. For the purposes of this invitation, an ATE project is an active award with an award date of FY2020 or later. Please note that renewals or extension of a previous grant count as only one project.

ATE CENTERS

Each ATE center will receive **two** complimentary conference registrations. Centers may also bring up to six additional people, each of whom must pay a \$500 registration fee. ATE centers may register up to a maximum of eight people to attend the event. For the purposes of this invitation, an ATE Center is an active award with an award date of FY2019 or later. Please note that institutions that have both a resource and a national center award will count as only one center. Renewals or extensions of a previous grant also only count as one center.

MULTIPLE ATE GRANTS

Colleges or institutions with three or more active ATE project or center grants can register up to a maximum of 15 people to attend the conference. Multiple projects or centers will receive a maximum of five complimentary registrations for the event. They may also bring up to ten additional team members, each of whom must pay a \$500 registration fee.

ATE PROJECTS & CENTERS THAT ARE RECENTLY EXPIRED OR IN NO-COST EXTENSIONS

ATE projects and centers funded in FY2019 or earlier that have recently expired or are in no-cost extensions are invited to attend the conference as space permits. Invited projects and centers can bring up to two people to attend the event, each of whom must pay a \$500 registration fee. This invitation applies only to projects and centers that do not have an active or more recently funded award.

IMPORTANT DEADLINES

Call for Sessions

August 1, 2023

Student Application Submission

September 13, 2023

ATE Connects Reservations

September 20, 2023

Conference Registration

September 27, 2023

Hotel Reservations Deadline

September 27, 2023

CONFERENCE REGISTRATION (CONTINUED)

REGISTRATION SUBSTITUTION AND CANCELLATION POLICY

All participant registrations that require payment are responsible for their registration fees if they do not cancel and do not attend the conference. Participant substitutions can be made at any time prior to the start of the event by emailing ate@aacc.nche.edu. Refunds minus a \$50 cancellation fee will be made after the conference for cancellations received in writing by Friday, October 13, 2023. No refunds will be issued for cancellations received after October 13, 2023, unless authorized in writing by AACC.

CONFERENCE REGISTRATION AND GRANT NUMBERS

To register for the ATE Conference, you will need your ATE Grant Number. If your institution has more than one grant, please consult with your team members to determine who should register under which grant. AACC has coded a set number of slots per grant in the online registration system so each participant must register with a grant number. For NSF ATE award number look-up, please consult NSF's awards database by using the [Advanced Search Function](#) and entering "7412" into the Element Code box to restrict your search to the ATE program.

CODE OF CONDUCT POLICY

By registering for the ATE Conference, you agree to abide by the Event Code of Conduct and Event Terms and Conditions as outlined on the conference website.

HOTEL & TRAVEL INFORMATION

LODGING: The conference will be held at the Omni Shoreham Hotel, 2500 Calvert Street, NW, Washington, DC. All participants are responsible for making their own hotel reservations. The hotel room block is limited to registered ATE Conference participants. You will receive a hyperlink to make your hotel reservation in your conference registration confirmation email once your registration is complete. Hotel reservations will not be accepted by phone.

Please note that you will need to provide a credit card number to guarantee your room and cover any incidental fees accrued during your stay. Please be sure to register for the conference and make your own hotel reservations through the link provided in your conference registration confirmation email before **Wednesday, September 27**. If reservations are not made by September 27 (the cut-off date for guaranteed room reservations and special conference rate), you will be responsible for any difference in room costs above the conference rates.

HOTEL COSTS: AACC will cover lodging expenses for designated participants: two rooms for projects and two rooms for centers for the nights of **October 24, 25, and 26**. Colleges or institutions with three or more ATE grants will receive lodging expenses for a total of

five rooms for the nights of October 24, 25, and 26. **These rooms will be billed to the AACC master account following the September 27 cut-off date, but incidental expenses are the responsibility of the attendees.**

HOTEL COSTS AND DESIGNATED PARTICIPANTS: The participants that register as complimentary on a grant (two for projects and two for centers) will automatically have the cost of their hotel rooms for the nights of October 24, 25, and 26 charged to the AACC master account. If a project or center would like to assign their complimentary room nights to individuals that are not receiving the complimentary registrations as part of their grants, please email that request to ate@aacc.nche.edu by September 27 so AACC can properly code the hotel reservation list. Please note that AACC will not split complimentary hotel room nights between participants; but can designate the three complimentary nights to another team member.

Please note that all participants are required to make their own hotel reservations through the link provided in their conference registration confirmation email; and complimentary rooms will be assigned to the master account following the September 27 cut-off date.

ADDITIONAL ROOM COSTS: The cost of additional rooms (reserved by September 27) is \$279.00 (single/double) plus tax and will be billed to the individual. Meeting participants who would like to come early or stay late may do so and pay the cost of additional room nights at the rate of \$279.00. The hotel will honor this room rate three days prior and three days after the conference dates subject to availability.

TRAVEL: All attendees are responsible for their own travel arrangements. The closest airport to the hotel is the Washington Reagan National Airport (DCA), which is accessible by the Washington Metrorail system. The Omni Shoreham is conveniently located one block south of the Woodley Park Station on the red line of the Metrorail. Other area airports include Baltimore-Washington International (BWI) or Washington Dulles (IAD). For information on taxi, uber/lyft, and shuttle service from area airports, please see the conference website.

CONFERENCE MEALS: The following meals will be provided at the conference.

- **Wednesday, October 25** Dinner
- **Thursday, October 26** Breakfast, lunch, light evening reception
- **Friday, October 27** Breakfast

PRE-CONFERENCE AM WORKSHOPS

WEDNESDAY, OCTOBER 25

The ATE Conference will offer five optional Pre-Conference AM Workshops on Wednesday, October 25 from 9:00 a.m. - Noon. The Getting Started Workshop for New Grantees is offered complimentary, but advance registration is required. All other workshops require advance registration and a \$50 fee. Pre-Conference AM Workshop registration is available on a first-come, first-served basis until the workshop is full.

- **Workshop A**
GETTING STARTED FOR NEW GRANTEES*
9:00 a.m. - Noon
Registration Fee: Complimentary; but advance registration required
**New ATE grantees are strongly encouraged to sign-up to attend this workshop to gain insight into managing their ATE awards.*
- **Workshop B**
PRACTICAL ACCESSIBILITY - MAKING YOUR WEBSITE AND MATERIALS USABLE FOR ALL LEARNERS
9:00 a.m. - Noon
Registration Fee: \$50
- **Workshop C**
MICROMESSAGING TO FACILITATE EQUITABLE LEARNING ENVIRONMENTS
9:00 a.m. - Noon
Registration Fee: \$50
- **Workshop D**
HOW TO STRENGTHEN YOUR ATE WORK USING LOW OR NO-COST COMMUNICATION & MARKETING STRATEGIES
9:00 a.m. - Noon
Registration Fee: \$50
- **Workshop E**
INTERPRETING EVALUATION DATA - UNLOCKING INSIGHTS FOR PROJECT IMPROVEMENT
9:00 a.m. - Noon
Registration Fee: \$50

INFO SESSIONS & ORIENTATION WEBINAR

AACC is pleased to host two information sessions in partnership with ATE Central on how to prepare for the 2023 ATE Conference, and a conference orientation webinar that will share agenda information for the event. See the conference website to register.

INFORMATION SESSIONS

- **Wednesday, July 19**
2:00 - 3:00 p.m. EDT
THE 2023 ATE CONFERENCE & YOU - RESPONDING TO THE CALL FOR SESSIONS
This year's ATE Conference, *Celebrating 30 Years of Advancing Technological Education* will be held on October 25-27, 2023 in Washington, D.C. Join ATE Central and Ellen Hause, ATE PI, from the

American Association of Community Colleges as she talks through the ways ATE grantees can prepare to participate in this year's event. During this ATE Office Hours session attendees will have the opportunity to ask questions about the Call for Sessions and Student Application Process.

- **Wednesday, September 6**
1:00 - 2:00 p.m. EDT

THE 2023 ATE CONFERENCE & YOU - PREPARING FOR ATE CONNECTS

This year's ATE Conference, *Celebrating 30 Years of Advancing Technological Education* will be held on October 25-27, 2023 in Washington, D.C. Join ATE Central and Ellen Hause, ATE PI, from the American Association of Community Colleges to learn more about the conference's networking and information-sharing sessions and how to prepare and participate. ATE Office Hours attendees will have the opportunity to ask questions about the event in general and ATE Connects in particular, which is a required component of the conference.

ORIENTATION WEBINAR

- **Friday, October 6**
1:00 - 2:00 p.m. EDT

ATE CONFERENCE ORIENTATION WEBINAR

AACC will host an ATE Conference Orientation Webinar to provide an overview of 2023 ATE Conference agenda, share information on how to navigate the event, and discuss how attendees can maximize their time to get the most out of the conference and its many networking opportunities.

ATE CONNECTS - REQUIRED PARTICIPATION

All ATE projects and centers, with the exception of first-time ATE awardees in FY23, are REQUIRED to participate in ATE Connects and to reserve a conversation hub and submit a project/center abstract by the deadline of September 20.

ATE Connects is a key component of the conference and offers ATE projects and centers the opportunity to network and connect with conference participants, explore the ATE community, and engage in the sharing of information, resources, and materials related to their programs. ATE Connects consists of dedicated time for two networking and information sharing sessions on Thursday, October 26—and NSF requires participation as outlined in the ATE program solicitation.

The ATE Connects Sessions will take place in the exhibit hall—and each ATE project and center participating will be numbered and grouped according to discipline area as outlined below. ATE projects and centers are expected to staff their conversation hubs during their assigned session.

ATE Connects Session 1, Thursday, October 26, 10:30 a.m. - 12:15 p.m.
Biological and Chemical, General Advanced Technological Education, Information and Security Technologies

ATE Connects Session 2: Thursday, October 26, 3:45 – 5:30 p.m.
Advanced Manufacturing, Agricultural and Environmental, Applied
Research in Technician Education, Engineering, and Micro and
Nanotechnologies.

ATE CONNECTS CONVERSATION HUBS

Each project and center that reserves space by the deadline of September 20 will be assigned to host a "conversation hub" and scheduled to participate in one of two ATE Connects sessions. A conversation hub includes a café-style table (30"x30"), two chairs, a poster stand that fits a 22"x28" poster or graphic, and two materials holders that can fit 8 ½ by 11 handouts.



ATE CONNECTS MATERIALS

Posters – Each ATE Connects conversation hub will include a sign display stand that fits a 22"x 28" poster or graphic. The 22"x28" display space is not intended for a scientific poster. The space can be used for ATE project or center logos, graphics, or text information that helps in sharing basic information about grant activities. There are no specific

guidelines for content—though graphics and visuals tend to be more eye-catching and accessible than content that is extremely text heavy.

Poster Printing – Please note that there will be no poster printing capability on site at the conference. All ATE project and centers must employ one of the following two options for poster printing.

Print Your Own/Bring Your Own: ATE projects and centers can print their posters on poster paper prior to the ATE Conference and transport them to the event site. Posters must adhere to the size 22"x28" to fit into the sign holder. When designing your poster, allow for a ½" border as that portion will be covered by the sign holder frame. No other sized posters will be allowed.

Upload Your Poster for Printing/Placement on Site: ATE projects and centers also have the option of uploading their poster for printing through AACC's vendor, Arata Expositions. For a small fee, Arata will print the poster and have it placed in your sign holder for your ATE Connects session.

- **Poster Upload Deadline:** Print-ready artwork needs to be submitted by no later than October 6. For a printing template, see the conference website.
- **Cost:** The cost for Arata Expositions to print a poster is \$86.25.
- **Process:** Once AACC has assigned you to an ATE Connects session, we will send a confirmation email that includes information and a link with full instructions for uploading a print ready file and making payment for poster printing through Arata's portal.

Each poster/sign holder has two materials holders that can fit handouts of up to 8 ½ x 11 in size. ATE projects and centers are invited and encouraged to bring brochures or handouts to place in these holders as part of their conversation hub. Projects/centers are responsible for making and bringing copies of their own materials to share—or shipping handouts/materials ahead of time through AACC's event partner, Arata Expositions. AACC suggests quantities of up to 50 copies for each handout.

If shipping handouts/materials ahead of time, see Arata's ATE Connects kit on the event website. A box of materials of up to 50 pounds can be sent to Arata's warehouse for receipt by Monday, October 23 for a flat rate of \$150. The rate includes shipping, storage, handling, and placement by Arata of your materials/handouts at your assigned ATE Connects conversation hub on site.

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Arata Expositions – Arata is AACC's event partner for the ATE Connects sessions. Once your ATE Connects space has been assigned, Arata will email you with a portal link and password if you would like to use their services for poster printing and/or for shipping materials/handouts in advance of the conference. Information on Arata's services can be found on ATE Connects page of the event website. Detailed information will also be emailed as your ATE Connects space is assigned.

Audio Visual – There will be no access to electricity or audiovisual equipment provided for these sessions. ATE Connects is designed to facilitate conversations and connections. All participating projects and centers have access to the same-size conversation hubs and will be grouped according to discipline area to help conference attendees in making connections and finding like projects and centers.

Reserving Space – To reserve space for ATE Connects, projects and centers must do so by the deadline of September 20 through the conference website at www.atepiconference.com.

ATE CONNECTS & FIRST-TIME ATE GRANTEES

ATE PIs on newly funded projects/centers in FY23—that have not been previously awarded an ATE grant—are welcome to host a conversation hub; but they are not expected to do so. First-time ATE awardees are asked to focus on attending and connecting with other projects and centers during the ATE Connects networking opportunity.

All first-time ATE grantees also have the option to contribute a one-page handout to place in the "New ATE Grantee" handout holders, which will be available in the general lounge areas of the exhibit hall.

ATE CONNECTS: ONE PAGE HANDOUT GUIDELINES FOR FIRST-TIME ATE GRANTEES

One-pagers are a great way to share information about your project. If you would like to create and bring copies of a one-page handout to share in the lounge area of the exhibit hall on handout racks designated for New ATE Grantees, please consider including the following information.

- College Name
- Project Title
- Project Goal
- Project Objectives – 2-3 main objectives (including population served)
- Collaborations/Partnerships – List 2-3 key current collaborators or partners
- Highlight 1-2 planned grant activities for the first year of the grant
- PI and Co-PI Names and contact information

New to ATE projects are responsible for making and bringing copies of their own handout to share if they would like to do so. AACC suggests bringing 50 copies for placement in the racks designated for New ATE Grantees. Please see the AACC attendant during the set-up period for ATE Connects to ask where to place your one-pager if you wish to share information about your newly-funded award.

STUDENT/ALUMNI PARTICIPATION

Each project or center may nominate up to two students or recent alumni to attend the 2023 ATE Conference being held on October 25-27, 2023.

A review committee will evaluate the applications received and select up to 60 students to participate in the event. AACC will notify these individuals by COB on Friday, September 15.

If your nominee is chosen, AACC will provide them with complimentary conference registration and lodging for up to three nights on October 24, October 25, and October 26. Your institution is expected to cover student transportation costs to and from the conference.

Students/alumni selected to attend the ATE Conference are required to:

- participate in a student orientation webinar on Wednesday, September 20, 6:00 – 6:30 p.m. (EDT) or view the recorded version of the webinar on AACC's website prior to attending the conference;
- participate in a student poster session on Wednesday, October 25 from 7:15 – 8:45 p.m.;
- participate in a student/industry engagement session on Thursday, October 26 (time TBD);
- participate in a student/alumni recognition breakfast on Friday, October 27 from 7:30 – 8:45 a.m.

Students/alumni who have attended past in-person ATE Conferences have enjoyed the opportunity to share information about their programs of study and career paths with conference attendees. Students/alumni are expected to prepare a poster and participate in a student poster session on October 25. Specific guidelines for student/alumni poster session preparation will be sent out with acceptance notifications.

To provide an overview of the ATE Conference and to share further information about student participation, AACC will host a "Student/Alumni Orientation Webinar" on **Wednesday, September 20, 2023, from 6:00 – 6:30 p.m. EDT**. This webinar will also be available for view and download on the AACC website following its air date. Further information on the webinar, including access instructions, will be distributed with the student acceptance notifications.

Please alert your project team members about this opportunity for students/alumni and encourage someone who has been affected by your ATE project or center to apply. Individuals selected through this application process do not count toward the maximum number of people a project or center can have participate in the conference.

