



# MINETA TRANSPORTATION INSTITUTE

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**2015 Garrett A. Morgan Symposium on  
Sustainable Transportation for the 21<sup>st</sup> Century  
Videoconference & Project Competition**



## SPONSOR REGISTRATION

**Sponsor** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City, State, ZIP** \_\_\_\_\_  
**Contact** \_\_\_\_\_  
**Telephone** \_\_\_\_\_ **email** \_\_\_\_\_

**School Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City, State, ZIP** \_\_\_\_\_  
**Telephone** \_\_\_\_\_ **email** \_\_\_\_\_

**Teacher Name** \_\_\_\_\_  
**Telephone** \_\_\_\_\_ **email** \_\_\_\_\_

**Class Grade Level** \_\_\_\_\_

### Sponsor Checklist

- \_\_\_ Recruit a middle school class or classes to participate in the program. Grades 7-8 are ideal.
- \_\_\_ Send MTI the school's and teacher's contact information by Friday, November 7, 2014.
- \_\_\_ Ensure that your school submits its project entry form to MTI by Friday, February 6, 2015.
- \_\_\_ Reserve your videoconference facility and send MTI the contact information for the technical service provider or coordinator no later than Friday, February 6, 2015.
- \_\_\_ Request photo releases before the videoconference. (We will provide forms.)
- \_\_\_ Coordinate with the school to transport the students to the videoconference site.
- \_\_\_ Provide a snack for the students, if possible.
- \_\_\_ Take photos during the videoconference, particularly of the class presentation, and provide copies to MTI no later than Friday, April 10, 2015.
- \_\_\_ Complete the evaluation form and return it to MTI no later than Friday, April 10, 2015.

Thanks for your support and participation in this program!

*Mineta Transportation Institute  
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or email to  
donna.maurillo@sjsu.edu  
by November 7, 2014**