

September 14, 2006

Dear Fellow ASCE Student Chapter,

I am writing to welcome you to the Southeast Regional ASCE Conference, to be held at the University of Tennessee at Knoxville March 29 – 31, 2007. Current information concerning the conference can be found at our website: <http://conference2007.utkasce.org>. The content is limited now, but new information will be posted as soon as it is available. This letter is the only information that will be sent by the U.S. Postal Service. All future information concerning the conference will be posted on the website and an announcement will be sent out using our ListServ. On our website there are directions to register for a ListServ account. Each school should have at least one chapter member and the faculty advisor sign up for this service.

Along with signing up for the listserv, you will need to complete the included form and fax or mail it to us. In the case that we need to contact an individual school, we also ask that you included at least one principal student contact and the contact information for the chapter's faculty advisor. We ask that you please complete this form and return it by October 15th.

We will also need a complete list of the students from your chapter attending the conference. There will be a form posted on the website that you will need to download and return by February 2nd. The student registration fee of \$55 per student will also be due at this time. There will also be the option of late student registration available after arriving at the University of Tennessee, but the fee will increase to \$75 per student.

For questions concerning the conference, please contact us at conference2007@utkasce.org.

Rebecca Lind, E.I.
Coordinator, Southeast Regional ASCE Student Conference

Michael Hogan
ASCE Student Chapter President

Deadlines & Important Dates:

- 10/20/06 – Fax or Mail Response Form to UTK ASCE
Have at least one member signed up on LISTSERV account
- 11/1/06 – Event Rules posted on website
- 11/17/06 – School Registration Fee of \$200 due, along with
Estimated number of students expected to attend
- 2/2/07 – Student Registration Fees due, along with
List of events in which your chapter plans to participate
- 2/27/07 – Deadline for Hotel Reservations at ASCE Reduced Price
(Make reservations directly with hotels)
- 3/29/07 – Late Student Registration on site

American Society of Civil Engineers
Southeast Regional Conference
March 29-31, 2007
Knoxville, TN

NOTE: Please complete this form by October 15th and fax or mail it to:

UTK Department of Civil and Environmental Engineering
223 Perkins Hall
Knoxville, TN 37996-2010
FAX: 865-974-2669

Confirmation of Attendance:

- Yes! Our student chapter will be attending this year's regional conference.

We expect to bring about _____ student participants and have joined the conference LISTSERVE.

- No. Unfortunately our student chapter will not be attending this year.

Contact Information:

Our principle student contact is:

Name: _____

E-Mail: _____

Secondary student contact:

Name: _____

E-Mail: _____

Faculty advisor:

Name: _____

E-Mail: _____