SAMPLE AGENDAS

The following sample agendas correspond with past forums that were geared towards specific fields of interest. Use these samples as guides to create your own personalized agenda.

**Directions:** Copy and paste one of the tables’ timeline and edit activities as needed.

# National Weather Center

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| **Time** | **Activity** |
| 9:30 | Arrive at NWC |
| 9:30 - 9:45 | Welcome, agenda, nametags, etc. |
| 9:45 - 10:15 | Speaker in classroom - Meteorology careers, schooling, day-in-the-life-of, etc. |
| 10:15 - 11:15 | Hands-on experience with vehicles |
| 11:15 - 12:15 | Tour NWC facility |
| 12:30 - 1:00 | Speaker in classroom + closing remarks |
| 1:00 - 1:30 | Lunch, evaluations, reflection |
| 1:30 - 1:45 | Student departure |

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# UCO Forensic Science Institute

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| **Time** | **Activity** |
| 10:00 | Arrival at the UCO Forensic Science Institute |
| 10:00 - 10:15 | Welcome, agenda, nametags, etc. |
| 10:15 - 10:45 | Careers in Forensic Science Presentation |
| 10:45 - 12:00 | DNA, Fingerprint Processing, and Impression Evidence Activities, Building Tour |
| 12:00 - 1:00 | Lunch |
| 1:00 - 1:15 | Student departure |

# The University of Oklahoma - SoonerVision

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| **Time** | **Activity** |
| 10:00 | Arrive at SoonerVision |
| 10:00 - 10:15 | Welcome, review agenda, and split into groups for tour (downstairs camera training, upstairs control room) |
| 10:15 - 11:15 | Groups do tour and trainings (30-minutes each group) |
| 11:15 - 11:30 | Finish SoonerVision session and move to Gaylord. |
| 11:30 - 12:15 | Gaylord Tour Session |
| 12:30 - 1:00 | Lunch, evaluations, reflection |
| 1:00 - 1:15 | Student departure |