

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.

1. National Weather Center

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

2. UCO Forensic Science Institute

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

3. The University of Oklahoma - SoonerVision

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