

Dear Chaperone:

We are delighted that you will be accompanying your child's class to the Kids' Inquiry Conference at [insert location] on [insert date]. It promises to be a grand day of science, sharing, learning, and fun!

We are expecting [insert number of classes/students], their teachers, principals, and special guests, and members of the press. The keynote speaker will be [insert keynote speaker's name].

This promises to be a very busy day and we need your help! Your child's teacher may assign you to a specific task, but we ask that all parents be on the lookout for the well-being of each and every child at the conference.

Here are a few things to keep in mind while attending KIC.

- The main purpose of the breakout sessions is for children to share their scientific research and hear about the research of others. There will be a moderator in each session, but feel free to join in. You might want to ask questions that help students draw connections among the various presentations in the session.
- If you are in a breakout session, please check that all students are able to see and hear. Children (both presenters and audience) should enter the rooms first and sit up front. Adults can then fill in the rear and sides of the room.
- All students and adults will bring their own lunch. There will be several trash cans around the room for everyone to dispose of their own trash. Please help us to keep the room clean.
- Above all, *have fun!* This is a great opportunity to see young scientists in action!

Once again, thank you for your interest in the Kids' Inquiry Conference. We look forward to meeting you and hope you have as much fun as your student scientists.

Sincerely,

[Insert name/s]

The KIC Committee