

## Student Program Instructions

September 13, 2023

### Overview of the Student Program

The Student Program (SP) enables ANS National Student Members who wish to receive complimentary registration and a travel grant (\$300) the opportunity to do so by completing a minimum level of work and participation at the meeting. A point system is used to define the minimum level of activity.

The following are activities and associated point values that meet the requirements:

<b>Activity</b>	<b>Signatory</b>	<b>Hours</b>	<b>Points</b>
Work: Session Assistant	Session Chair	1-2	3
Work: Session Assistant	Session Chair	>2	4
Work: Student Office Monitor	SP Cochair	1.5	2
Participation: Division Meeting Attendance*	Division Chair	1-2.5	3
Participation: Division Meeting Attendance*	Division Chair	>2.5	4
Participation: Committee Meeting Attendance*	Committee Chair	1-2	3
Participation: Committee Meeting Attendance*	Committee Chair	>2	4
Participation: Workshop Attendance	Workshop Instructor	1-3	3
Participation: SSC Meeting Attendance	SSC Chair	2	2
Participation: Present Poster or Paper	SP Cochair**	NA	4

*\*Most Division and Committee Meetings occur virtually before the onsite meeting. See the Committee Meetings page on the Winter Conference website for the full schedule.*

*\*\*You must provide the Student Program Cochair with proof of presentation. You may show him/her your presentation in the conference program or provide the ANS confirmation email as proof.*

### Completion Requirements:

1. Register for the Winter Conference and Student Program by selecting the **Student Program** option.
2. You will be contacted by the SP Cochairs about four weeks out from the meeting to confirm your assignments.
3. You must attend one of the two training sessions for the Student Program. One is offered virtually the week preceding the conference. The other is offered on Sunday onsite at 2:00 pm. Details will be provided by the SP Cochairs.
4. **On-site:** Complete at least two (2) work\* and one (1) participation activity and obtain signatures on the Verification Form from the appropriate individual. If a division or committee chair is not present, a replacement will be designated.



5. A minimum of ten (10) points is required to receive registration reimbursement and a travel grant. If the point total of the work and participation activities selected is not 10 or above, you must choose additional activities.
6. Submit the completed form to the SP Cochair or the collection box in the Student Office by 5 pm, on Wednesday, November 15th **or your registration will have a balance due and travel grant will not be processed. No exceptions.**

\*Those students presenting papers or posters are only required to work one (1) session, but still must accumulate at least 10 points.

**If there are not enough students participating in the Program to cover all work assignments, students may be asked to cover additional assignments.**

**Attending a technical session is not considered for participation points.**

### **Participation Cap:**

The maximum number of students that may participate in the Student Program for the 2023 Winter Conference is 76.

Once the program is full, a waitlist will be established. In the event of a cancellation, those on the waitlist will be contacted by the SP Cochair in the order they were received.

If your schedule changes and you can no longer participate, please contact the SP Cochair ASAP so new assignments can be made.

### **Student Program Q&A Meeting:**

**All students participating in the Student Program MUST attend one of the Q&A meetings.** There will be two meetings offered - one virtually the week before the conference (date/time TBD) and the other onsite Sunday, November 12th at 2 pm (location TBD). Any students that do not attend the virtual meeting must attend the onsite meeting. For any students that do not attend either of the mandatory meetings, their registration status will automatically change to a balance due.

This brief meeting will cover the expectations of the program as well as basic information on how to be a Session Assistant.

### **Student Hotel Accommodations:**

The 2023 ANS Winter Conference will be hosted at the Washington Hilton. The special discounted room rate for the meeting is \$299 plus tax per night. Students are encouraged to double up (at least). Rooms are available until October 20th, or until room block is sold out, whichever occurs first.



Reservations may be made by following the instructions on the [meeting site](#) under the HOTEL/TRAVEL page.

Students who need assistance with finding a roommate are encouraged to contact one of the Student Program Cochairs.

### **Description of Work Assignments:**

#### **1) Session Assistants:**

Students will be assigned sessions based on preferred topic, availability, and the order in which the Student Program Registrations are received. As a Session Assistant, you are responsible for the following:

- **You must arrive at the Student Office 30 minutes before your assigned session begins. Session Assistants that do not report to the Student Office AT LEAST 30 minutes prior to the start of their session and, as a result, is unable to perform their duties on time, may incur a deduction of 2 points for the session.**
- Session signs must be in place 20-30 minutes prior to the start of the session.
- Upon arrival, check-in with the Student Office Monitor; collect the session sign(s) and session chair forms. Make sure to introduce yourself to the Session Chair prior to the session starting and ensure they aren't having any issues with AV/setup. This procedure is applicable for both morning and afternoon sessions.
- **Session Assistants will monitor the session rooms to ensure that all attendees have a meeting badge. If an attendee does not have a badge, student will kindly ask them to go to the registration desk. If the attendee is uncooperative, student will send a text to the Meeting Planner (number to be provided on-site).**
- Complete any job that may be requested by the Session Chair. This may include setting up the laptop with presentations, turning on the projector, etc.
- Remind the Session Chair to inform attendees of the session evaluations in the mobile app.
- 10 minutes into the session, count the number of attendees and note the total on the student program verification form.
- Obtain a signature from the Session Chair verifying the length of the session and that you were in attendance for the entirety.
- At the end of the session, Session Assistant will collect all forms and return them to the Student Office.
- **Should the room have any AV/setup issues, Session Assistant will text the Meeting Planner (number to be provided on-site) with the name of the room and the issue.**
- Dress Code: Business attire. No jeans, sandals, flip-flops or shorts. If you are unsure, just ask!

If available, you may sign up for additional sessions at the Q&A Meeting. This may be done with the SP Cochair.



## 2) Student Office Monitor:

The Student Office Monitor is available in 1 ½ hour blocks and may occur at the following times:

- Monday, 12:30-2:00pm, 2:30-4:00pm
- Tuesday, 7:30-9:00am, 9:30-11:00am, 12:30-2:00pm, 2:30-4:00pm
- Wednesday, 7:30-9:00am, 9:30-11:00am, 12:30-2:00pm, 2:30-4:00pm

You will be required to give instructions to any students who need help with the program requirements, provide session signs and session chair forms to Session Assistants.

**If a Technical Session is not assigned or the assigned student is unavailable, the Student Office Monitor is responsible for delivering the session signs and forms to the appropriate session room 15 minutes before the session begins.**

The SP Cochair will be present in the Student Office at the start and end of each 1 ½ hour shift to ensure the assigned student is present, answer any questions, and sign the verification form. Should you have questions, you may contact the SP Cochairs directly or an ANS Staff Member at Registration.

## Additional Questions?

### **2023 Winter Conference Student Program Cochairs:**

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Teddy Chu, [chutm2@vcu.edu](mailto:chutm2@vcu.edu), 571-201-4213

### **ANS Student Sections Committee Chair:**

Katie Mummah

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