



Student Program Instructions

March 1, 2016

Overview of the Student Program

The Student Program (SP) enables ANS National Student Members who wish to receive reimbursed registration and a travel grant 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:

Activity	Signatory	Hours	Points
Work: Session Assistant	Session Chair	1-2	4
Work: Session Assistant	Session Chair	>2	5
Work: Registration Packet Stuffer	ANS Staff Member	2	3
Work: Registration/Speaker Desk Attendant	ANS Staff Member	3	3
Work: Student Headquarters Monitor	SP Chair	1.5	2
Work: Badge Check for President's Reception	ANS Staff Member	1	1
Work: Plenary & Special Session Assistant	ANS Staff Member	3	3
Participation: Division Meeting Attendance*	Division Chair	1-2.5	3
Participation: Division Meeting Attendance*	Division Chair	>2.5	5
Participation: Committee Meeting Attendance*	Committee Chair	1-2	3
Participation: Committee Meeting Attendance*	Committee Chair	>2	5
Participation: Workshop Attendance	Workshop Instructor	1-3	3
Participation: SSC Meeting Attendance	SSC Chair	2	2
Participation: Present Poster or Paper	SP Chair**	NA	5

****Most Division and Committee Meetings occur on Sunday. Saturday or early Sunday arrival at the conference is strongly recommended.***

*****You must provide the Student Program Chair 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 Annual Meeting** as an ANS National Student Member (or through the student poster session, if applicable).
2. **AFTER** you have registered for the meeting, you can register for the Student Program.
3. After you have signed up for the Student Program, you will receive a Student Program Verification Form. This will be sent via email from the Student Program Chair, and will be used to prove completion of the program requirements. Extra copies will be available in the Student Headquarters.



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4. **On-site:** Complete at least one (1) 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 Student Program Chair or the collection box in the Student Headquarters by 5pm, on Thursday, June 16th **or your registration reimbursement and travel grant will not be processed. No exceptions.**

Student Program Q&A Meeting:

There will be a short overview of the Student Program held on Sunday, June 12th at 4pm in the Strand 11 B room. Additional details are listed in the Annual Meeting program.

This brief meeting will cover the expectations of the program as well as basic information on how to be a Session Assistant. Student Headquarters Monitors **MUST** attend this meeting or make arrangements with the Student Program Chair to get the information before their assigned work period.

Student Hotel Accommodations:

The 2016 ANS Annual Meeting will be hosted at the Hyatt Regency New Orleans. The special group rate for the conference is \$205 (single/double). A limited number of rooms are available at this rate. Reservations may be made [online](#) or by phone at 888-421-1442. Make sure to mention the American Nuclear Society to receive the special pricing. Reservations must be made by Tuesday, May 17, 2016, or before the group rooms are sold out. Prevailing hotel rates may apply after this date or when the group rooms are sold out, whichever occurs first.

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 Headquarters 45-60 minutes before your assigned session begins. Session Assistants that do not report to the Student Headquarters AT LEAST 45 minutes prior to the start of their session will incur a deduction of 2 points for the session.**
- Session signs must be in place 30-45 minutes prior to the start of the session.
- Upon arrival, check-in with the Student Headquarters Monitor; collect the session sign(s), name tents (if applicable), session chair forms, and session evaluation 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.



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- 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 sign-in sheet and the session evaluation forms.
- 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.
- Should your room have any AV/setup issues, please check-in with the Registration Desk.
- 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 Student Program Chair.

2) Student Headquarters Monitor:

The Student Headquarters Monitor is available in 1 ½ hour blocks and may be assigned to one of the following times:

- Monday: 12:00-1:30pm and 2:30-4:00pm
- Tuesday: 7:30-9:00am, 9:45-11:15am, 12:00-1:30pm, and 2:30-4:00pm
- Wednesday: 7:30-9:00am, 9:45-11:15am, 12:00-1:30pm and 2:30-4:00pm
- Thursday: 7:30-9:00am and 9:30-11:00am

You will be required to give instructions to any students who need help with the program requirements, provide session signs, name tents (if applicable), session chair forms, and session evaluation forms to Session Assistants.

If a Technical Session is not assigned or the assigned student is unavailable, the Student Headquarters Monitor is responsible for delivering the session signs, name tents, and forms to the appropriate session room.

The Student Program Chair will be present in the Student Headquarters 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 Student Program Chairs directly or an ANS Staff Member at Registration.

3) Registration Packet Stuffer (MUST be available on Friday starting at noon **):**

This job will ONLY be available in the afternoon of Friday, June 10th. The ANS staff member in charge of registration packets will notify you of additional information approximately one week before the meeting.

A maximum of three (3) students will be assigned to this job. Upon completion of packet stuffing, other duties may be assigned on-site for the remainder of the time at the discretion of the ANS staff member.



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4) Registration/Speaker Desk Attendant:

This will take place on Sunday, June 12th (7am-7pm), Monday, June 13th (7am-5pm) and Tuesday, June 14th (7am-5pm) during registration hours.

Up to two (2) students will be assigned to a 3-hour block of time, each day (when applicable):

- 7-10am
- 10am-1pm
- 1-4pm
- 4-7pm (Sunday only)

Students will assist in the registration process by providing pre-registered attendees with badges, conference bags and checking-in speakers. Students may be asked to assist with other registration duties at the discretion of the ANS staff member.

5) Badge Check for President's Reception

This role will take place on Sunday, June 12th. Four (4) students will be assigned the first hour of the Reception (5:45-6:45pm), and two (2) students will be assigned to work the second hour (6:30-7:30pm). Students will be at the entrance to the Reception room to ensure that all attendees have their conference badge and/or ticket. Meet at the ANS Registration Desk prior to your shift to check-in and receive a quick training.

6) Plenary & Special Session Assistants

This job will take place at all plenary and special sessions as listed below and in the Official Program. Two (2) students will be assigned to each plenary and special session. Students will assist ANS staff members and session facilitators as needed (distribute question cards, microphone runner, escort VIPs, etc.) **Students will report directly to the plenary or special session room 45 minutes before the start for specific instructions.**

- Monday, June 13th - Opening Plenary: 7:15-11:00am
- Monday, June 13th - NFSM Plenary: 12:45-3:00pm
- Monday, June 13th - ANS President's Special Session: 3:15-6:00pm
- Tuesday, June 14th - Technical Program Chair's Special Session: 7:15-10:00am
- Tuesday, June 14th - ATH Opening Plenary: 7:15-11:00am
- Tuesday, June 14th - General Chair's Special Session: 3:15-6:00pm

Additional Questions?

2016 Annual Meeting Student Program Co-Chairs:

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