



Student Program Instructions

September 24, 2013

Overview of the Student Program

The Student Program (SP) allows ANS National Student Members to receive reimbursed registration and a travel grant in exchange for 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:

<i>Activity</i>	<i>Signatory</i>	<i>Hours</i>	<i>Points</i>
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: Student Headquarters Monitor	SP Chair	2	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: Mentor Program Participation	Mentor Program Coordinator	1	2
Participation: SSC Meeting Attendance	SSC Chair	2	2
Participation: Present Poster or Paper	SP Chair*	NA	5

*You must provide the SP 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 first for the conference as an ANS National Student Member (or through the student poster session), then register for the Student Program.
2. At the meeting, obtain a Student Program Verification Form from the orientation which will be used to prove completion of the program requirements
3. Complete at least one work and one participation activity and obtain signatures on the verification form from individuals listed above. If a division or committee chair is not present, a replacement will be designated.
4. If the point total of the work and participation activities selected is not above 10, choose additional activities to obtain a point total of at least 10.
5. Submit the completed form to the Student Program Chair or the box in the Student Headquarters room by 12pm Thursday **or your registration reimbursement and travel grant will not be processed.**



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Student Program Orientation:

There will be a short overview of the program held on Sunday evening, the first day of the conference. Details of the orientation including room location and time are listed in the program. This brief meeting will cover the expectations of the program as well as basic information for how to be a session assistant. Student Headquarters Monitors **MUST** attend this orientation or make arrangements with the SP chair to get the information before their assigned work session.

Description of Work Assignments:

Session Assistants:

Students will be assigned sessions based on preferred topic, availability, and the order their form was received. As a session assistant, you are responsible for the following:

- The session sign should be in place 30 minutes prior to the start of the session, so you must arrive at the Student Headquarters **40 minutes** before your assigned session begins. This is to allow 10 minutes to meet with the student headquarters monitor and collect the session sign, name tents (for panel sessions), and a laser pointer (depending on the conference facility). This is the procedure for both morning and afternoon sessions.
- You must dress in business attire and introduce yourself to the session chair prior to the first speaker.
- Complete any job that may be requested by the session chair. This may include counting those in attendance for each talk, setting up the laptop with the presentations, turning on the projector, etc.
- Obtain a signature from the session chair verifying the length of the session and that you were in attendance for the entirety.

You may sign up for additional sessions as they are available at the meeting. This may be done with the SP chair.

Student Headquarters Monitor:

The job of Student Headquarters Monitor is performed in 2 hour blocks and you may be assigned to one of the following times:

- Monday: 7:30-9:30am, 11:00am-1:00pm, or 3:30-5:30pm
- Tuesday: 7:30-9:30am, 11:00am-1:00pm, or 3:30-5:30pm
- Wednesday: 7:30-9:30am, 11:00am-1:00pm, or 3:30-5:30pm
- Thursday: 7:30-9:30am, or 11:00am-1:00pm

You will be required to give instructions to any other student who needs help with the program requirements, and provide session signs, name tents (if applicable), and laser pointers to session assistants. The SP chair must sign the form verifying that you completed your job as headquarters monitor; this means the SP chair will be stopping by the headquarters some time during your work period to verify your attendance and answer questions if they come up.



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Registration Packet Stuffer:

This job must take place on Saturday evening or Sunday when the majority of packets will be distributed. The ANS staff member in charge of registration packets should notify you of the time period for this job approximately one week before the meeting. Other odd-jobs may be given to fill the two hours at the discretion of the ANS staff member. A maximum of 3 students will be given this job.

Questions may be directed to the Student Program Chair and/or Student Sections Committee Chair.

SP Chair: Robert Bryant, Robert.bryant.01@gmail.com, (443) 927-6596

SSC Chair: Alexis Kaplan, SSCchair@gmail.com, (707)-373-6449