



Student Program Instructions

February 22, 2017

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	3
Work: Session Assistant	Session Chair	>2	4
Work: Student Headquarters Monitor	SP Co-Chair	1.5	2
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	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 Co-Chair**	NA	4

**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 Co-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 and Student Program** as an ANS National Student Member (or through the student poster session, if applicable). Registration to the Annual Meeting is required before you can sign up for the Student Program.
2. 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 Co-Chair, and will be used to prove completion of the program requirements. Extra copies will be available in the Student Headquarters.
3. **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.



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4. 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.
5. Submit the completed form to the Student Program Co-Chair or the collection box in the Student Headquarters by 5pm, on Thursday, June 15th **or your registration reimbursement 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.

Participation Cap:

The maximum number of students that may participate in the Student Program for the 2017 Annual Meeting is 70.

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 Student Program Co-Chair in the order they were received.

If your schedule changes and you can no longer participate, please contact the Student Program Co-Chair ASAP so new assignments can be made.

Student Program Q&A Meeting:

There will be a short overview of the Student Program held on Sunday, June 11th at 4pm (location TBD). Additional details will be 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 Co-Chair to get the information before their assigned work period.

Student Hotel Accommodations:

There are limited rooms at the rate of \$199 (single/double), \$224 (triple), \$249 (quad), plus tax per night. Double occupancy (at least) is encouraged. The block closes on May 12 – all rooms will be released after this point. The SP Co-Chair will notify you to assist in roommate assignments as needed and will provide the link and information required to make your hotel reservations. Rooms at the student rate are limited so all students are encouraged to make their reservations as soon as possible.



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 30 minutes before your assigned session begins. Session Assistants that do not report to the Student Headquarters 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 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.
- 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.
- At the end of the session, Session Assistant will collect all name tents and forms and return them to the Student Headquarters.
- 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 Co-Chair.

2) Student Headquarters Monitor:

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

- Monday: 12:00-1:30pm and 3:30-5:00pm
- Tuesday: 7:30-9:00am, 9:00-10:30am, 12:30-2:00pm and 3:30-5:00pm
- Wednesday: 7:30-9:00am, 9:00-10:30am, 12:30-2:00pm and 4:00-5:30pm
- Thursday: 7:30-9:00am, 9:00-10:30am and 12:30-2:00pm



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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 15 minutes before the session begins.

The Student Program Co-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 Co-Chairs directly or an ANS Staff Member at Registration.

3) Plenary & Special Session Assistants

This job will take place at all plenary and special sessions as listed below and in the Official Program. One (1) student 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 30 minutes before the start for specific instructions.**

- Monday: Opening Plenary, 8:00-11:40 am
- Monday: NPIC&HMIT Opening Plenary, 1:00-4:00 pm
- Monday: ANS President's Special Session, 4:30-6:30 pm
- Tuesday: NPIC&HMIT Plenary, 8:00-9:20 am
- Tuesday: General Chair's Special Session, 4:30-6:30 pm
- Wednesday: NPIC&HMIT Plenary, 8:00-9:20 am
- Thursday: NPIC&HMIT Plenary, 8:00-9:20 am

Additional Questions?

2017 Annual Meeting Student Program Co-Chairs:

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