American Nuclear Society

Student Program Instructions

February 25, 2022

Overview of the Student Program

The Student Program (SP) enables ANS National Student Members who wish to receive reimbursed registration and a travel grant ($250 for those who travel by air and $150 for those who travel by ground) 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 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 Annual Meeting 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 Annual Meeting and Student Program by selecting the **ANS Student Member (STUDENT PROGRAM)** option.
2. You will be contacted by the SP Cochairs about four weeks out from the meeting to confirm your assignments.
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.
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.

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5. Submit the completed form to the SP Cochair or the collection box in the Student Office by 3 pm, on Thursday, June 16th **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.

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 2022 Annual Meeting is TBD.

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:

There will be a short overview of the Student Program held on Sunday, June 12th at 4 pm (location TBD).

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

Student Hotel Accommodations:

The 2022 ANS Annual Meeting will be hosted at the Anaheim Hilton. The special discounted room rate for the meeting is $259 plus tax per night. Students are encouraged to double up (at least). Rooms are available until May 18, 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.

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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), name tents (if applicable), 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 sign-in sheet and 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 name tents and 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.

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3) Student Office Monitor:

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

- Monday, 12:00-1:30pm, 2:00-3:30pm
- 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
- Thursday, 7:30-9:00am, 9:30-11:00am, 12:30-2:00pm

You will be required to give instructions to any students who need help with the program requirements, provide session signs, name tents (if applicable), 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, name tents, 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?

2022 Annual Meeting Student Program Cochairs:
Matthew Hageman, hagemanm@oregonstate.edu, 541-999-2756
Jonathan Balog, jbb5406@psu.edu, 724-579-5571

ANS Student Sections Committee Chair:
Katie Mummah
SSCchair@gmail.com, 630-200-1719