



Student Program Instructions

August 4, 2015

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:

<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: Registration Desk Attendant	ANS Staff Member	3	3
Work: Student Headquarters Monitor	SP Chair	2	3
Work: Badge Check for President's Reception	ANS Staff Member	1	2
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 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, if applicable), then register for the Student Program.
2. The Student Program Verification Form, which will be sent via email from the SP Chair, will be used to prove completion of the program requirements. Extra copies of this form will be available in the Student Headquarters.
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 10 or above, choose additional activities to obtain a point total of at least 10.



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5. Submit the completed form to the SP Chair or the collection box in the Student Headquarters by 5pm Thursday **or your registration reimbursement and travel grant will not be processed.**

Student Program Q&A Meeting:

There will be a short overview of the program held on Sunday at 5pm. Details of the meeting 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 meeting or make arrangements with the SP Chair to get the information before their assigned work period.

Description of Work Assignments:

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:

- The session sign should be in place 30 minutes prior to the start of the session, so you must arrive at the Student Headquarters **45 minutes** before your assigned session begins. This is to allow time to meet with the Student Headquarters Monitor and collect the session sign, name tents (if applicable), Session Chair Forms, Session Evaluation Forms and a laser pointer (if applicable). 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 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.
- About 10 minutes in to 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.

You may sign up for additional sessions that may be available at the orientation. This may be done with the SP Chair.

Student Headquarters Monitor:

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

- Monday: 7:30-9:30am or 12:00-2:00pm
- Tuesday: 7:30-9:30am or 12:00-2:00pm
- Wednesday: 7:30-9:30am or 12:00-2:00pm
- Thursday: 7:30-9:30am or 12:00-2:00pm



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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), Session Chair Forms, Session Evaluation Forms and laser pointers (if applicable) to Session Assistants. **If a Session Assistant is not assigned or present for any of the technical sessions, the Student Headquarters Monitor must deliver the session signs, name tents, forms and laser pointers to the session rooms.** The SP Chair will be present in the Student Headquarters at the start and end of each 2-hour shift to ensure the assigned student is present, answer any questions, and sign the verification form.

Registration Packet Stuffer:

This job must take place on Saturday at noon. The ANS staff member in charge of registration packets will notify you of additional information 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 three students will be assigned to this job.

Registration Desk Attendant:

This job will take place on Sunday and Monday during registration hours (7 a.m. to 7 p.m.) Two students will be assigned to each 3-hour block of time (7-10 a.m., 10 a.m.-1 p.m., 1-4 p.m., 4-7 p.m.) Students will assist in the registration process by providing pre-registered attendees with badges and bags. Students may be asked to assist with other registration duties at the discretion of the ANS staff member.

Badge Check for President's Reception

This job will take place on Sunday evening. Four students will be assigned the first hour of the Reception, and four students assigned to work the second hour. Students will be at the entrance to the Reception room to ensure that all attendees have their conference badge.

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

SP Co-Chairs: Nicole Waugh, waughln@vcu.edu, 804-389-2380

Travis C. Dietz, tcdietz@mail.umd.edu, 203-536-6344

SSC Chair: Alexis C. Trahan, SSCchair@gmail.com, 707-373-6449