

American Nuclear Society



Student Conference Planners' Guide

Published: 1996
Revised: 2004

American Nuclear Society Student Conference Planners' Guide

Version 1.0

Richard Wenzel
Chair, 1991 Western Regional Student Conference
University of Arizona
Chair, ANS Student Activities Committee, 1994-1997

Version 2.0

Hans D. Gougar
Co-Chair, 1997 Eastern Regional Student Conference
Penn State University of Arizona
Chair, ANS Student Sections Committee, 1997-2000

Don Todd
ANS Student Sections Committee, 1999-2004
Chair, 2001 Eastern Regional Student Conference
Texas A&M University

Christina Plies
ANS Student Sections Committee, 1998-2001
ANS Student Director, 1998 – 2001
Chair, 2000 Western Regional Student Conference
University of Missouri-Columbia

Version 3.0

Ross Radel
Vice-Chair, ANS Student Sections Committee, 2004-
ANS Student Sections Committee, 2003-
Chair, 2004 ANS Student Conference
University of Wisconsin-Madison

Please direct all inquiries and feedback to:

ANS Student Sections Committee
ssc@ans.org

Table of Contents

I. Introduction	4
II. Applying to Host a Student Conference	5
Application Format	5
Selection Criteria	5
III. Initial Planning	6
Conference Committee	6
Schedule of Events.....	8
Milestone Planning	8
IV. Financial Policy.....	9
Financial Responsibility	9
Preliminary Budget	9
Fundraising	9
V. Reporting	10
VI. Registration.....	11
VII. Technical Program.....	12
Summaries and Formats.....	12
Paper Option	12
Technical Program	12
Judging.....	13
Awards	14
VIII. Publicity.....	14
Electronic Media.....	15
Print Media Outlets	15
IX. Social Events	15
Guest Speakers.....	16
Liability.....	16
X: Appendices.....	17
Appendix A: Past Proposals.....	17
Appendix B: Sample Timeline.....	29
Appendix C: ANS Financial Report	31
Appendix D: Sample Call For Papers.....	32
Appendix E: Sample Abstract Guidelines	33
Appendix F: Sample Paper Evaluation Form	34
Appendix G: Sample Presentation Evaluation Form	35

I. Introduction

The main purpose of the Student Paper Conferences is the professional development of both the organizers and the attendees. This learning experience differs from the usual university classroom situation in that students, exclusively, are the teachers. The learning is achieved through an exchange of knowledge among peers (as is the case at any professional meeting) and through interaction with industry representatives, academia, ANS members, and ANS staff.

The second purpose of the conferences is to demonstrate the breadth or scope of nuclear science and engineering to the attendees by bringing together the various specialties and sub-specialties emphasized at the different schools in attendance.

The final purpose is to illustrate the concept and practice of a professional meeting. Meetings serve as a vehicle for new ideas, information exchange, and the strengthening of professional relationships. Meetings also provide an opportunity for a student to present a paper on a scientific or technical subject within a fixed time frame to a largely unknown but sympathetic audience. The presentation experience is enhanced through feedback from distinguished judges representing the spectrum of the nuclear industry.

This manual was prepared by current and former student members who, collectively, possess a significant amount of experience, both as participants and/or organizers, with ANS student conferences. The purpose of this manual is to preserve and document some of the best practices and lessons of previous conferences. ***It is not meant to be a recipe or template; each student section and conference staff must identify their own strengths and weaknesses. The Student Sections Committee encourages creativity in both the format and the content of the conferences and conference proposals.*** However, putting on a student conference requires a significant commitment of time and energy by the organizers. The material presented within may help to shorten the learning curve and optimize the use of available resources.

This Guide is meant to be a 'living' document. To that end, conference planners are urged to communicate regularly with members of the SSC and organizers of previous conferences. Ideas and feedback will be used to update this guide on a regular basis so that it continues to provide the kind of information planners need to put on a successful event. ANS Headquarters Staff members are available for assistance. Contact the SSC (ssc@ans.org) to obtain the appropriate staff contact name and address.

II. Applying to Host a Student Conference

Application Format

Every year there is one Student Conference held at in various parts of the country, hosted by universities in the early spring. These conferences are planned, administered and executed by Student Members of the Society. Faculty and other Members of the Society should be involved only in a guidance or support function. All key positions are held by Student Members. The host university usually provides clerical and similar support. Involvement of a nearby ANS Local Section in assisting with solicitation of financial support or in any support role is encouraged.

The Student Sections Committee (SSC) of ANS approves by annual vote which student sections may host conferences. Potential Hosts should send an electronic copy of their proposal to the current SSC Chair (ssc@ans.org) and ANS Headquarters by the stated deadline (currently March 1st) of the preceding year. Acceptable formats include MS Word, WordPerfect, PDF, and HTML. Alternatively, your section may post the proposal on a web server and notify ANS of the URL by the deadline date. The proposal must include an itemization of facts concerning criteria 2 through 9 listed below. Hosts will be chosen and notified by April 1st.

Selection Criteria

The SSC looks at the following criteria in granting approval:

1. Involvement of the requesting section members in past conferences (do they appreciate the scope of the task?)
2. The facilities available, particularly low-cost lodging for attendees and location of school to airports or interstates for travel.
3. A table showing the preliminary management and the size of the student work force.
4. A preliminary schedule of events for the conference.
5. A preliminary budget including projected expenses and sources of revenue. Economy must be emphasized. The budget is extremely important.
6. The last time the requesting section hosted a conference.
7. Three suggested dates (with a preferred date). Traditionally, conferences are not held simultaneously so that both may be attended (particularly by recruiters) but this is not mandatory. Early spring is preferred. Ensure that the dates will not conflict with university examination schedules, spring breaks, or other student related conferences. The conferences must also avoid conflicts with religious holidays and other major campus events that may jeopardize the availability of hotel space.
8. Endorsement by the Section Advisor and by other administrators at the requesting school.

Examples of Past (Sample) Proposals are included in Appendix A.

III. Initial Planning

Conference Committee and Responsibilities

Having an organizational structure in place prior to being awarded the conference will enable you to quickly get started with the planning of activities and solicitation of funds after the selection has been made. It also indicates to the SSC a level of foresight and seriousness in your proposal. However, it has not already been put in place, developing an organizational structure should be the first duty a committee makes once they are awarded the conference.

The division of labor among the organizing staff varies from school to school and year to year. However, the tasks that are performed are fairly constant. Usually a handful of students do most of the work but the more help you can get, the better.

There are often general co-chairs for these events. However, it at times can be difficult to have two leaders at the top without either marginalizing one or leaving people confused about who is in charge. A variation that may be more effective may be to have Jr. and Sr. co-chairs. A better option may be to simply have an appointed assistant chair. Again, each situation is different, so be sure to maximize the effectiveness of the individuals at your university.

Below is a sample layout of a committee structure used for a student conference. As noted above, the concept of general co-chairs is often employed. As it is beneficial to get as many people as possible involved, consider establishing additional leadership roles as the conference nears. For example, a “Professional Development Chair” and “Volunteer Coordinator” could be appointed to perform duties that might otherwise take the time of another chair, while giving an additional student the chance to get involved.

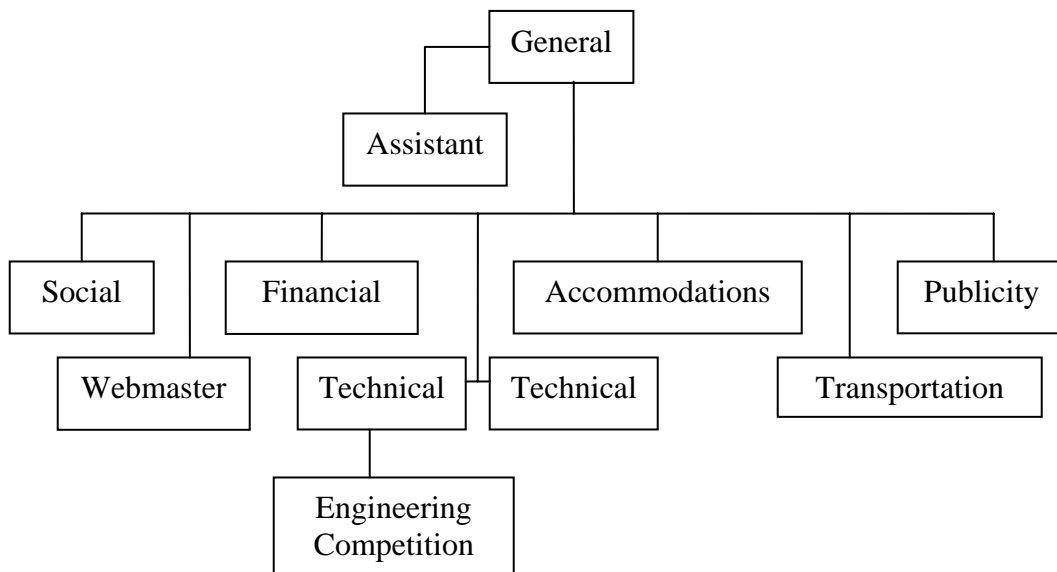


Figure 1: Sample Layout of a Conference Committee Structure

Below is a sample summary of the responsibilities of various Chair and Committee positions:

General Chair

Provides overall direction and is ultimately responsible for the success of the event. Sets up general plan/milestone chart and works with other Chairs to ensure that it is followed. Primary contact for funding solicitation. The primary (only?) interface between the Conference Committee and important guests, faculty, department administrators, SSC and ANS HQ. Master of Ceremonies for Awards Banquet.

Technical Committee

Chooses topics for technical sessions, sets up sessions and processes abstracts. Approves abstract, paper, and presentation formats. Approves and publishes presentation and paper evaluation criteria. Responsible for recruiting judges and is in charge of awards.

Publicity Committee

Writes articles for ANS and Nuclear News. Writes press releases and public service announcements for school paper and radio stations. Designs brochures and conference transactions. Writes announcements for distribution (by ANS HQ and SSC) to schools and student members. Arranges for ad space in local papers. Organizes and conducts mass mailings, posting of flyers, and other publicity campaigns.

Financial Committee

Arranges to get a tax ID through department or other organization (to solicit tax-deductible contributions). Sets up bank account or arranges one through department. Plans and conducts student registration and assists with sponsor solicitation campaign (including letters to ANS Divisions, Local Sections, and companies). Tracks revenues and expenses. Writes financial report for ANS HQ.

Accommodations Committee

Reserves hotel and banquet space. Reserves session rooms. Plans menu and social events. Runs meals and conference reception.

Transportation Committee

Evaluates and reserves transportation options. Works with hotels to arrange airport shuttles.

Social Committee

Arranges technical and non-technical tours. Plans and executes student mixer.

Faculty/Staff Advisor

Advises Committee on all aspects of conferences. Reports to Department of progress. Lobbies for department support.

Schedule of Events

Determining the specific schedule of events is a critical framework to establish immediately after being awarded the conference, if not sooner. Student conferences typically run from Wednesday or Thursday through Saturday. Beginning on Wednesday allows you to fit more activities into your event, but will pull students out of class an extra day and may discourage some from attending. A sample schedule is shown below:

	Thursday	Friday	Saturday	
08:00-09:00a		Judges Breakfast		
09:00-10:00a	Registration	Career Fair/ Poster Session	Technical Session I	
10:00-11:00a			Technical and Area Tours	Career Fair
11:00-12:00p				Technical Session III
12:00-01:00p				Prof. Dev Workshop
01:00-02:00p				Technical Session II
02:00-03:00p	Technical Session IV			
03:00-04:00p		Engineering Competition		
04:00-05:00p				
05:00-06:00p				
06:00-07:00p	Reception			
07:00-evening	Plenary	Student Mixer	Awards Banquet	

Figure 2: Sample Conference Schedule

Milestone Planning

A detailed schedule may be prepared in a milestone format detailing the events and deadlines of items from the submittal of your proposal through to the final accounting reports. The milestone schedule should include, but is not limited to, information on the following:

- meetings, publication of announcements to other schools (flyers, web page, etc.),
- ANS Winter and Annual meeting (delegates are sent to Division meetings to solicit funds and/or express gratitude if funds have been allocated)
- sending of fund solicitation letters,
- sending of invitation letters to speakers, judges, students and speakers,
- mailings of other conference information (abstract submittal deadline for the Transactions, registration deadline, hotel reservation instruction)
- sending of acceptance letters to the student presenters,
- program printing,
- registration and reservation deadline,
- deadline for conference evaluation forms,
- thank you letters to speakers, companies, judges and students,
- any other scheduled activities.

A sample milestone list is included in Appendix B.

IV. Financial Policy

Financial Responsibility

The financial responsibility for the conference lies with the Host Section. However, since Sections do not form legal entities, it is advisable to obtain assurance of financial backing from the administration of the host university to avoid legal liability of the Section Officers. The Host Section should establish a Finance Committee early in the planning of the conference. The Finance Committee will be responsible for drawing up the preliminary budget, control of disbursements and deposits, and the final accounting.

Preliminary Budget

Your committee has already created a preliminary budget in the process of applying to host the student conference. When your section is awarded the conference, and monthly thereafter, the financial committee should review and adjust that budget to ensure it is an accurate reflection of the anticipated expenses, expected sources of funds, intended travel subsidies, registration fees, and related expenses that you will encounter.

A major expense in the past has been the payment of travel subsidies to student attendees from universities within the region. Many methods have been used to distribute funds, depending on specifics of the location, but the critical thing is to ensure a fair distribution, whether it is based on distance traveled, mode of transportation, or anything else.

Fundraising

There are three principal sources of funds. The first are the ANS Technical Divisions. Representatives from the Host Section are **strongly urged** to attend as many Division meetings (Executive) at the Annual and Winter national meetings as is possible. It is important to go to the Annual Meeting because by the time of the Winter Meeting, many Divisions will already have their budgets finalized. Many divisions automatically provide some funds for student conferences but will provide more if a student rep makes a personal appeal and expresses the appreciation of the Host section. It is nearly impossible for one person to attend all division meetings so enlist the help of several representatives to cover the meetings.

ANS Local Sections will often directly donate money for Student Conferences, particularly if they are geographically near the host university. More likely, they will provide travel assistance to Student Sections near to them, which will lessen the burden of travel reimbursement you will later face. A list of Local Sections is available on the ANS website.

The third and largest potential source of funding is from organizations in nuclear-related fields. The Nuclear News Buyer's Guide and U.S. Nuclear Utility are two good sources for addresses, but the best will be the electronic database of sponsors, ANS addresses, and schools created by the Host of the previous conference. Obtain this database either from the SSC or directly from the Section. It will likely be somewhat out of date so it will be necessary to go through it and update information.

Fund-raising activities should begin early in the fall preceding your conference, at the latest. It may be beneficial to begin earlier to take advantage of relationships developed by the previous conference committee. Contacting the individuals that worked with the past year's staff early may save you a lot of trouble down the road. With the advances in e-mail capabilities, you may find solicitations through the mail to be unnecessary, particularly for those companies that contributed to the past year's conference. Having a career fair (with a registration fee) within your conference is a great way to attract companies, particularly national labs, which are not allowed to simply donate funds.

V. Reporting

Reports to the Student Sections Committee are a required part of the planning process. The proposal itself is the first report and must be submitted by March 1st of the preceding year. The SSC (or a subcommittee thereof) will review all proposals and post questions to the applicants. After the selection has been made, at least 2 progress reports must be made to the SSC before the conference and one follow-up after. These reports can be in the form of simple emails to the Committee (ssc@ans.org) but more elaborate presentations are encouraged.

Thirty (30) days after the final date of the conference, and after payment of all bills, the Host Section must prepare a financial statement. This statement must show the sources of all funds, disbursements, and any surplus or deficit. This statement should be audited by the Faculty/Staff Advisor or other university personnel. A copy of the final financial report form to be submitted to ANS HQ is included in Appendix C. Copies of bills for some expenses will be required to accompany the financial statement as well as two copies of the Transactions. The completed statement with attachments should be sent to:

*American Nuclear Society
Attn: Student Section Coordinator
555 N. Kensington Ave.
La Grange Park, IL 60525*

Financial reports will be kept at ANS Headquarters for a period of seven (7) years after the conference. A copy of the financial report should be retained by the Host Section.

Government funds may not be applied to non-educational functions. Contributions from other sources may also be restricted in their use. In such cases, the final accounting should indicate the source of funds for social events and similar occasions. ANS Sections have provided support by means of donations, travel subsidies for attendees from their own areas, or by paying printing costs.

Seventy-five percent of any surplus funds are retained by the Host Section. Before surplus is calculated, the Host Section may consider making a donation to the next year's conference for "seed money". It is suggested that surplus funds be used for local educational purposes, such as support for students attending future conferences, student loan funds, library books, materials, outreach programs, etc. The remaining twenty-five (25) percent of surplus funds is due ANS Headquarters. These funds are used to offset the cost of the Student Section Coordinators Office.

VI. Registration

On-line registration through the conference website is recommended. Once the page has been set up, the link can be advertised via the SSC broadcast email list. Forms can be constructed that allow the user to fill in all necessary personal and academic information, submit abstracts (as text files), and express preferences for technical sessions, menus, tours, etc. A page can also be set up as a roommate “bulletin board” for students who are traveling alone and want to cut lodging costs.

To help meet the costs of the conference, and, more importantly, to create a sense of commitment, a small registration fee is usually charged. At the discretion of the Conference Committee, special guests, speakers, judges, local committee members, etc. may be exempted from this fee. Separate registration sites for professionals may be used to address their specific needs. It would also be valuable to have separate registration for students from the host school. This would require them to sign up for volunteering slots in order to register for the conference and would ensure a known pool of volunteers early in the process, hopefully making organization easier on the committee.

A plot of the total registration number vs. date is shown below for the 2004 Student Conference (which was held April 1). It shows the difficulty that can be had in predicting attendance for the event. This may not be true of every conference, but students will always be students, so they will probably wait until the last minute if given the opportunity.

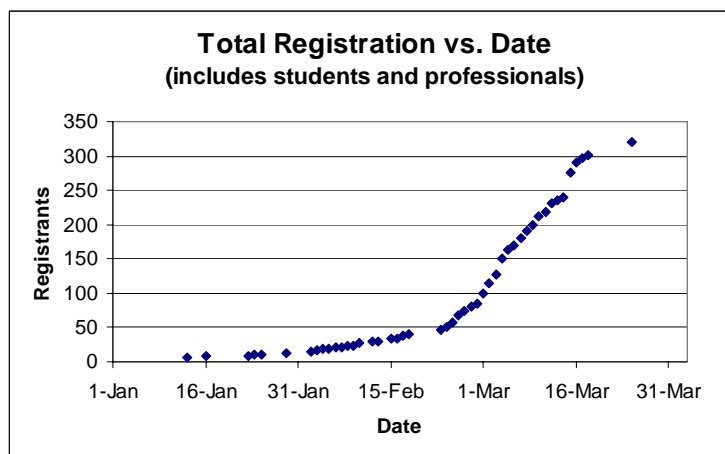


Figure 3: Registration Trend

Internet payment services such as PayPal can be used for internet-based registration payments. This is very convenient for whomever is tracking registration income to use. The only drawback is that there is a 1.5% commission on every payment that you received, but the convenience far outweighs the cost. However, there have been some complaints about PayPal in the past. They were clustered at certain schools, and probably had as much to do with the school’s computer system as PayPal, but it would be valuable to explore other services.

VII. Technical Program

Summaries and Formats

Presentations at the conference are to be authored and presented by students. The students need not be Student Members of the Society nor majoring in nuclear science and engineering. Their papers should, however, concern a subject related to nuclear science and engineering. This subject might concern the student's thesis research (including a progress report), a special design project, a slightly unusual laboratory project, or even an off-shoot of material in a textbook. The problem may have been suggested by a faculty member who has provided guidance, but the translation of the idea into a completed project should be carried out by the student. Faculty are not usually listed as co-authors but may be listed as sponsors. Students who contributed significantly may be listed as co-authors.

The early submission of short summaries (abstracts) by every student presenter is required. All summaries will be reproduced as received and bound in the Conference Transactions. It should be understood that the summary is the only portion of the presentation to be published. It is a 'stand-alone' document rather than an introduction to a larger paper. Therefore, special care should be exercised, ensuring that it is complete and accurate. A good format answers the following:

- What was done?
- Why was it done?
- How was it done?
- What was found?

Summaries should be typed and submitted digitally. Sketches and figures may be permitted if the total length does not exceed one (1) page. Format restrictions are host-specific. Sample summary guidelines are included in appendix D. Conference Transactions are to be distributed to each attendee, the host university, the Chair of the SSC, ANS Headquarters (2 copies), and contributors.

Paper Option

A final written paper is not required, but may be used as an option for an additional award category. If the paper option is used, be sure to make it clear that there is a paper category (which may or may not automatically mean you are giving a presentation) and presentation categories which require a summary to be submitted. A sample "Call for Papers" is included in appendix E.

Technical Program

The presenters are encouraged to use effective visual aids, since the information will be presented and not read aloud from a paper. The typical time allotment is 15 – 20 minutes for each presentation followed by a short Q&A period. The student author should make a special effort to present the material in a manner which is understandable to his peers. The host university should provide proper equipment to allow students to give electronic presentations

(PowerPoint, etc.) and transparencies along with accessories such as laser pointers. Be sure to tell the students exactly what you will and will not be providing. Assigning a student to act as a moderator in each section has proved an effective way to ensure presenters stay within time limits, and provides someone to introduce and assist with technical problems should they arise.

Judging

If the presentations are judged, the judges should use the opportunity to enhance the learning experience for every presenter. The opportunity for receiving constructive criticism is more important than being selected as an award winner. The following guidelines are offered:

1. Both technical content and the manner of presentation should be judged. Although they need not present the results of original research, the presenters are expected to inform and/or educate the audience in a selected technical topic.
2. The problem of balancing undergraduate papers against Ph.D. dissertations is one of the most difficult tasks facing judges. Therefore, they should be made aware of judging criteria by the conference organizers. Point values for each criterion should be assigned by the Technical Committee. Grading sheets with the presenter's name and title of paper should be prepared in advance. Presentation guidelines should be made available to presenters before the conference (e.g. on the website). Examples of Presentation and Paper Guidelines are given in Appendix F and G, and SSC has other versions that can be obtained.
3. At least two (2) judges should be used in each technical session. They should not be in a position to evaluate their own students if they are professors. Judges may be drawn from universities, industry, government laboratories and other similar facilities.
4. Honoraria should not be paid to judges; however, if conference funds allow, travel subsidies and food allowance may be paid to them.
5. Judges should collaborate after the final paper of each session has been presented and select the outstanding paper(s) for that session. If combining "sessions" then a common judge can help normalize judging.
6. After the selection of the outstanding paper(s), the judges' critiques should be made available to each presenter in the session. The judges may or may not sign the critiques according to their preference.

Awards

The award of prizes or mementos to students who have given outstanding papers is encouraged. The following guidelines are recommended:

1. The competition for prizes should not be emphasized in conference publicity or during the conference itself. The primary emphasis should be placed upon the students' presentations. The fact that outstanding papers are selected should be treated as a means of recognizing the quality of the papers, not as an end in itself.
2. Competition among schools for awards should be discouraged. The experience and possible award should be a personal effort and achievement, not an institutional effort.
3. An award for best presentation of the conference should not be given.
4. If the conference is organized into separate sessions, one (1) or more awards might be conferred for each session. Again, it is recommended that the awards within each session be equal rather than first, second and third. The hosts should be prepared to award more than one prize in a session for instances in which judges cannot make a clear decision between two (2) or more equally good papers.
5. The monetary or real value of the awards should be small. Personalized mementos are preferred over cash prizes. Imaginative prizes in past years have included such things as framed reproductions of the strip chart with recorded initial criticality of the CP-1, Lichtenberg figures, and etched glass mugs.
6. The final banquet is the preferred time and place for the presentation of the awards.
7. The recommended name for the award is "Outstanding Paper."
8. However, there may be special best paper awards directly sponsored by ANS Divisions or other entities, care should be taken to properly select and acknowledge the awards.

VIII. Publicity

An integral part of hosting a conference is the dissemination of information about the conference. This can be achieved through the use of information folders, flyers, posters, information cards, conference specific stationery, email announcements, business cards and web pages. The use of conference specific stationery will help to distinguish the conference letters from others, giving a more professional appearance. The information folders should contain a poster, flyer, an invitation letter and a business card for the Conference Chair. The posters are recommended since they can be hung up at the different universities or colleges to advertise the conference. Business cards are recommended for the Conference Chair and any other Committee Chairs that will be dealing with a great number of people. Web pages are highly recommended to display information and contacts about the conference that is easily accessible to students.

Electronic Media

Aggressive use of email and the Web has been encouraged in recent years. The SSC administers a list of emails of all student members of national ANS. The list itself is not for distribution, but one may send a message to ssc@ans.org and ask that it be forwarded to the broadcast list. Attachments (ex. brochures and single page posters) can be attached to these messages. We recommend that all attachments be converted to Acrobat PDF format for efficient file transfer and cross-platform compatibility. All messages posted to the broadcast list must include: relevant deadlines, the conference website URL, and contact information. Having a website to display information regarding the conference to students and professionals is also critical

Print Media Outlets

Conferences should be well publicized in print as well. All ANS Student Members receive NUCLEAR NEWS in which a Calendar of Events is listed. ANS News also contains information about upcoming events. A copy of items to appear in the publications should be forwarded to the Editors of these publications. The copy should include: conference title, dates, name of school, location, and name, address, email address and telephone number of the Conference Chairman or contact person.

In addition to electronic distribution, universities and colleges having nuclear science and engineering or related programs should be sent posters and flyers through the mail. Imaginative posters announcing the conference may be useful for display at potential participating schools.

After the conclusion of the conference, thank you letters should be sent to everyone who helped make your conference a success. A concise report and photographs from the conference should be forwarded to the Editor of NUCLEAR NEWS and ANS News. Black and white glossy photos are preferred. Be sure to caption and identify persons appearing in the pictures. For specific format instructions, contact the editors of these publications directly.

IX. Social Events

Students will learn as much or more during informal discussions with other conference attendees, as they will during formal paper sessions. They also provide a venue for valuable networking opportunities not only with professionals, but with their peers. Many future professional relationships have begun at ANS student mixers. In order to encourage such informal contact, a number of carefully designed social functions can be planned. The success or failure of the conference will not be determined by the amount of money spent or on the number of social events; therefore excessive expenses should be avoided. Some suggestions are:

1. An informal mixer the night prior to the conference start will allow students and faculty to become acquainted.
2. Luncheons during the conference may be arranged if convenient, but luncheon speakers are not recommended.
3. A final banquet with a guest speaker can serve as the culmination of the conference and is a convenient time to present awards for outstanding papers. Often university facilities are

adequate to handle this event. Excessive expenses for an elaborate banquet hall should be avoided.

4. A final morning breakfast after conclusion of the conference is a convenient time to discuss the organization and operation of the conference. Ideas and suggestions can be presented to future hosts. Any interested person should be invited to attend. This meeting offers an opportunity for attendees to discuss general problems and areas of cooperation.

Guest Speakers

A distinguished guest speaker is a highlight of conferences. The current or incoming ANS Presidents are usually willing and able to address your group at the Awards Banquet. Contact ANS HQ to make arrangements. Other options are acceptable such as high-ranking government officials (DOE or NRC), distinguished industry leaders such as the President of a nearby nuclear utility or vendor, or someone with a unique historical perspective such as a scientist with the Manhattan Project or National Lab Director. The Conference General Chair should extend a personal invitation to a potential guest speaker that includes a description of the conference theme and highlights. It is appropriate to offer honoraria and reimbursements for travel costs though the speaker may decline any compensation. Your Faculty Advisor can help determine an appropriate amount for an honorarium.

Another option is to have a Plenary Session before the formal beginning of the conference in a format similar to ANS national meetings. This allows for multiple guests who may speak on a wide range of specific issues ranging from the future of the industry to utility deregulation to advances in nuclear medicine. Make sure that your conference schedule and budget can accommodate such an event; you do not want to displace or shorten technical presentations by students in order to accommodate guest speakers.

Liability

Before finalizing any social events (the Mixer in particular) during which alcohol may be served, make sure you have completely addressed liability concerns. Most universities will not allow alcohol consumption on school property. Other venues may insist that your student section assume liability for alcohol-related events, particularly if minors are allowed in the facility. ANS HQ will not assume liability for events that involve alcohol and minors.

Appendix A: Past Proposals

Penn State 1997

(note: pictures and formatting have been omitted)

Penn State American Nuclear Society Student Section would like to hold the 1997 Eastern Regional Student Conference. The conference was last held at Penn State in 1990. There were 195 students that attended the conference compared to the other conferences of that year that had 113 and 74 students. Penn State has the ability to draw large amounts of students because of its centralized location in the eastern region. Because Penn State is a member of the BIG TEN, it could attract students from Big Ten schools outside of the eastern region. We also have the facilities to sponsor tours, the student numbers to run the conference, and one of the best regions to have speakers and funds available.

The Penn State student branch has recently become involved in many projects to increase better public relations. These include, but are not limited to, Boy/Girl Scout badge sessions, a frequently asked question sheet entitled Nuclear Information Project, and attending nuclear related conference in support of using atoms for peace. The organization has also started several projects to help its own members. These include a jobs search disk, World Wide Web pages, and monthly lectures from industry people. Hosting the student conference would allow us to continue our efforts in supporting and augmenting nuclear power.

Current and Future Penn State Membership

Currently, we have over 40 dues paying members in our student organization. Most of these members are juniors and seniors. There will be approximately 15 juniors that will be returning as senior members next year and a new group of juniors to help out. We also have some seniors that will be staying for graduate school along with current graduate students that will be here next year. There are also some freshmen and sophomores that are very active in our organization. We look forward to an active membership next year which would be capable of hosting a well run conference.

Timing and Date of the Conference

The conference would be scheduled sometime in early spring. We would have students arrive on Thursday and stay until Sunday morning. Currently we are flexible with the exact timing of the event, but we would prefer to schedule some time in early April. This would be well after ours and most other schools spring breaks. We are going to hold the conference during regular school sessions because more of our own students would be here to run the conference, and the visiting students would be able to see exactly what Penn State is like when school is in session.

Facilities Available for Students

We have analyzed three major hotels in the downtown State College area. Each of the hotels are centrally located with easy access to both the university and State College night-life. Of the hotels contacted, only two are competitive. The Atherton Hotel, formerly the Atherton Hilton, gave us the best rate of \$75 per night as a flat rate. Four students could comfortably stay in a room sharing the cost of the room. It would cost each student approximately \$56 (plus tax) for the weekend. We are also considering the Days Inn. Four students could stay in one room and each student would only pay about \$64 (plus tax) for the weekend. The Days Inn offers an indoor swimming pool and exercise facilities that would provide entertainment for attending students. The pool could also offer the chance to have a swim meet to mimic the foot race that is held at each of the National Meetings. The cost of the Days Inn is \$85 per night as a flat rate.

Because Penn State is so close to schools in the eastern region, it would be possible for students to drive into State College or charter a bus or van. Renting a van or a bus could save travel expenses for students and their schools. For the students that live further away, such as Florida, State College also has an airport they could fly into.

Penn State Amenities

Nuclear Facilities

1. A 1 MW(t) research reactor, which also houses two hot cells and a beam port, a Cobalt- 60 bay, and various other research facilities. Also by the 1997 Conference we will have a brand new thermal-hydraulic test loop (The Integral Atmospheric Test Facility) up and running.
2. In the Academic Projects Building we have a graphite sigma pile and a nuclear isotope laboratory.

Other Research Facilities

1. Penn State currently has one of the largest meteorology centers in Pennsylvania.
2. In our Applied Research Laboratory, there are many state of the art experiments in waste treatment, virtual reality, etc.

Local Support

1. There are nine nuclear power plants in Pennsylvania that supplied nearly 40% of Pennsylvania's power needs last year. Each Plant is full of Penn State Alumni that would be excellent choices for speaking at the conference.
2. There are four local sections of the American Nuclear Society, that could provide funding and speakers for the conference.
3. There are also numerous major companies in Pennsylvania that supply nuclear materials throughout the nation and the world. One such company is Westinghouse. We could try to get funding and many speakers from Westinghouse to speak at the conference.
4. Pennsylvania is currently siting a Low-Level Waste Facility. Companies involved such as PellRad and ChemNuclear Systems could also provide research for our conference.

Current Budget Plans

The following table gives a preliminary estimate for the conference. These calculations are based on a 200 person attendance at the conference. As the table shows, most of the cost can be taken care of by registration fees. Sponsorship will be used for the remaining costs.

Table 1- Preliminary Cost Analysis for 1997 Student Conference

Activities	Description	Estimated Cost
Meals	Friday Lunch @ about Saturday Dinner @ about \$15/student + gratuity	\$ 1000.00 \$ 4012.00
Room Rental	FREE with every 10 rooms Hospitality Suite Refreshments and Snacks @ About \$200/night	\$ 600.00
Prizes for Best Speakers [2]	30 winners @ \$50/prize	\$ 1500.00
Copying Fees and Mailing Expenses	Approximately \$10/student	\$ 2000.00
Speakers Expenses [3]	Two or Three Speakers	\$ 200.00
Gifts for the Students [4]	1997 Conference T-shirts	\$ 1750.00
Total Estimated Costs		\$11062.00
Currently Estimated Income	Reg fees @\$25/student	\$5000.00
Leftover Costs for fundraising		\$6062.00

- 1 These both include room rentals and gratuity.
- 2 This is evaluated with the maximum amount of money and number of students expected.
- 3 We can get excellent speakers and only have to pay for dinners or lunches for the speakers and their guests.
- 4 This is estimating 250 T-shirts for students, speakers, guests, judges, and student workers.

Conclusion

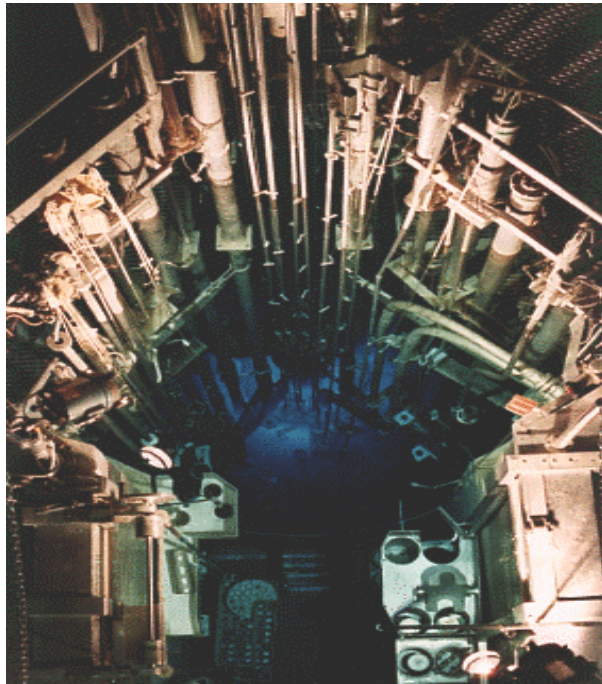
We feel that we could raise this money by asking the many organizations and groups in Pennsylvania to help fund our conference. We would like to get an organization or company to sponsor each event individually. We will ask each organization if they would like to contribute the funds for the lunch, dinner, hospitality suite for each night, and for prizes for the students. The cost of the T-shirts and the copying and mailing for each student should be covered by their registration fees.

We would like to set up a scaled down version of the ANS Expo. This will allow the sponsors of the events to be able to show the students the various opportunities that are available at each of their companies. We would also like to get the ANS formula one race car to come and be displayed at the expo if available and economical.

Penn State has a lot to offer the visiting students. It is centrally located for all eastern regional schools. There are many activities for students that are both over and under 21 years of age. It is a small town that is centered around a growing campus that is both easy to maneuver around and beautiful to visit. A trip to Penn State for the 1997 Eastern Regional Conference would be a memory that many of the students would not forget.

University of Missouri-Columbia- 2000
(note: pictures and formatting have been omitted)

A PROPOSAL BY THE
AMERICAN NUCLEAR SOCIETY STUDENT CHAPTER
OF THE UNIVERSITY OF MISSOURI, COLUMBIA
TO HOST THE
2000 WESTERN REGIONAL STUDENT CONFERENCE



MURR core, Photograph courtesy Mary Seewoster, MURR

Submitted by:

Pat Tebbe , '98-'99 President Nuclear Engineering Program University of Missouri, Columbia	Dr. William Miller , ANS Faculty Advisor Nuclear Engineering Program University of Missouri, Columbia
Christina R. Plies , '98-'99 Vice President Nuclear Engineering Program University of Missouri, Columbia	Dr. Mark Prelas , Professor Nuclear Engineering Program University of Missouri, Columbia

The American Nuclear Society Student Chapter at the University of Missouri, Columbia, requests to host the 2000 Western Regional Student Conference. Mizzou has a history of hosting successful student conferences including one of the largest student conferences ever held in 1982.

The ANS Student Chapter and the Nuclear Engineering Program at Mizzou have a number of projects underway of which we are extremely proud. Over the summer months we host a High School Science Teachers' Workshop where the teachers are able to learn about nuclear science and visit our Research Reactor. We have a seminar program, open to the public, that hosts weekly guest speakers. Last semester, the topic of our series was Nuclear Weapons Non-Proliferation. Recently, the MU ANS Student chapter put together a web page that will service other ANS groups, the community, and prospective students. The MU ANS chapter annually supports Engineers' Week with fun exhibits and tours of MURR. The MU Energy Fair is another opportunity for the students in Nuclear Engineering to share their knowledge with their peers.

ANS Student Membership at Mizzou

Since Mizzou has a graduate Nuclear Engineering program, all of our members are current M.S. and Ph.D. candidates. As such, our matriculation rate is very high from year to year, allowing for workforce continuity. Year after year, Mizzou students dominate Western Regional Student Conference participation. In fact, of the 13 Mizzou students who presented papers at the University of Texas student conference last spring, 7 won student paper awards. Mizzou is continually represented at national meetings as well.

Proposed Dates to Hold the Conference

Typically, the student conferences are held in the latter part of spring. Barring university examinations, the FE/EIT examinations, and religious holidays, the following are a list of dates, in preferential order, we are able to host a conference:

- 1) Week of April 2-9, 2000
- 2) Week of April 16-23, 2000
- 3) Week of March 25-April 2, 2000

However, we wish to include that the American Power Conference in Chicago will be held on April 1, 2000.

Columbia Resources and Location

The University of Missouri at Columbia was founded in 1839 as the first State University west of the Mississippi River. It is strategically located just off of I-70, a major interstate, in the heart of Missouri and surrounded by neighboring ANS Student Branches at the Universities of Iowa State, Kansas State, Illinois, Arkansas, Wisconsin, and Missouri-Rolla. Three airports provide service to Columbia; Columbia has its own regional airport while both Kansas City International and St. Louis International airports are equidistant from Columbia and conveniently along the I-70 corridor. Shuttle services are available from both of the international airports.

The economy in Mid-Missouri is very conducive to student life as the cost of living is opportune for students on a budget. As such, the local accommodations are not only affordable, but visitors are welcomed with genuine midwestern hospitality. Downtown Columbia's hotel is within blocks of campus and in the middle of the historic and cultural center of the city. If nightlife is your interest, the historic downtown district will not disappoint with its numerous pubs and restaurants. The city also has several museums and galleries which are enlightening.

Mizzou Amenities

Nuclear Facilities on Campus

The University of Missouri Research Reactor (MURR), featured in July 1998 Nuclear News, provides opportunities for research and graduate education in the neutron-related sciences that are unmatched at any other U.S. university. The 10 MW(t) light water moderated reactor is the highest power university research reactor in this country. The reactor provides extensive capabilities for both neutron beam research as well as irradiation facilities for producing a

variety of isotopes and performing activation analysis. The scientific research at MURR spans a broad spectrum of disciplines and techniques and includes four programs:

- Neutron Materials Science
- Nuclear Analysis
- Biomedical and Radiopharmaceutical Research
- Reactor Nuclear Engineering

Ellis Fischel Cancer Center is Missouri's only hospital dedicated solely to cancer care. Some Nuclear Engineering-Medical Physics students serve their clinical rotations at this facility.

The **University Hospital** and **Veterans Administration** Hospital both have Radiology and Nuclear Medicine Departments and Radiopharmacies. Both Health and Medical Physics students have access to the diagnostic devices available at these medical centers.

The **Particulate Systems Research Center (PSRC)**, home to researchers from a variety of disciplines including nuclear engineering, is currently studying particulate problems. Research efforts include studies of rarefied gases and particulate systems in conjunction with combustion, atmospheric science, radon, acid rain and coal pollution, nuclear reactor safety, materials processing, manufacturing, indoor air quality, adsorption, medical applications, and microgravity.

Surface Science and Plasma Technology Research Center. This technology deals with interfaces, or boundaries, between plasma, the fourth state of matter, and conventional matter such as gases, liquids or solids.

The **Veterinary Medical Teaching Hospital** is an integral component of the College of Veterinary Medicine, and it is essential to the teaching mission. Faculty and students from various departments on campus diagnose and treat more than 15,000 patients annually. Students are involved in all cases examined and treated. The hospital is a clinical laboratory, providing specialty services to animal owners in Missouri and throughout the Midwest. Currently, Nuclear Engineering students are aiding the Veterinary Medical Teaching Hospital with equine radiation oncology.

The Nuclear Engineering Program operates a small **Cobalt-60 irradiator** with a present source strength of 140 Ci and is primarily used by researchers at the School of Medicine.

Adjunct Facilities and Support

Callaway Nuclear Power Plant is located just 45 miles from Columbia, MO. Projects in collaboration with Callaway include deep dose approximation from hot particles and simulator technology. Currently, faculty at Mizzou are providing a certified Health Physics review course for personnel at Callaway.

Former Nuclear Engineering Associate Professor, Phillip Lee, chairs **Missouri ANS Local Section** and would provide assistance.

Ameren UE, the public utility, has a long history of supporting the Nuclear Engineering programs at Mizzou and would be a definite source of both financial and human resources.

Area researchers and company representatives have already offered to serve as paper presentation judges if we hold the student conference.

Current Budget Plans

The following table gives a preliminary estimate for the conference. These calculations are based on a 150-person attendance at the conference. Preliminary funding evaluations indicate strong support for the student conference. Our local utility, Ameren UE, traditionally provides financial assistance for our programs.

Preliminary Costs Analysis for 2000 Student Conference

Activities	Description	Estimated Cost
Meals	One lunch @ \$5/student	\$750
	Banquet Dinner @ \$15/student	\$2,250
Hospitality Suite [1]	Room Rental \$48/room (free continental breakfasts, banquet room, and conference rooms)	\$3,600
	Refreshments & Snacks \$200x3 days	\$600
Speaker Awards [2]	Four Divisions \$150/Division	\$600
Postage & Printing	\$12/student	\$1,800
Speaker Expenses	2 to 3 speakers	\$500
Gifts to Registrants	150 Conference T-shirts @ \$7/shirt	\$1,050
	TOTAL ESTIMATED COST	\$10,550
Estimated Income	Registration Fee @ \$30/student	\$4,500
	Fundraising	\$6,050

We are estimating \$48 for each room and housing two students per room.
Each division would have a first place prize worth \$100 and a second place prize worth \$50.

Workforce and Conference Management

The following volunteers formed committees and contributed to the content of this proposal. We are looking forward to incorporating new students into our committees this fall.

Lodging and Travel Comm.	Schedule and Events Comm.	Budget and Finance Comm.
Chair: Julie	Chair: Christina	Chair: Don
Jack	Liviu	Leslie D.
Ken	Robert	Pat
John	Micky	Erik
Susha	Matt	George
Janet	Leslie M.	Kwan
Ziping	Geon-Ho	Jae-Woo
	Aysha	Kwag

* last names deleted for spelling simplicity

Conclusion

The University of Missouri-Columbia Nuclear Engineering students and faculty, MURR, and Callaway Nuclear Power Plant are excited at the prospect of holding the 2000 Western Regional Student Conference. We are confident that Columbia will successfully meet the challenge.

University of Wisconsin-Madison – 2004

(note: pictures and formatting have been omitted)

Proposal for the 2004 American Nuclear Society Student Conference

Out of the Ashes: Revival of the Nuclear Era

Prepared by:

**Ross Radel
Tracy Uchytel
Lola Neisius
Brian Kiedrowski**

Introduction

The nuclear industry has seen a resurgence in interest over the past few years. In a similar fashion, the ANS student section at the University of Wisconsin-Madison has also experienced a dramatic rebirth in involvement. With a three-fold membership increase and a renewal of our outreach program over the past year, we feel that we are prepared to re-enter the national scene and host the 2004 Student Conference. On that note, the theme of our conference will be “Out of the Ashes: Revival of the Nuclear Era” and will be held Thursday through Saturday April 1-3 2004. We feel this is the most appropriate time to hold the conference based on scheduled spring breaks and religious observances. Highlights of the conference will include an engineering competition designed to foster a sense of community and allow students to flex their engineering muscles. We’re also including a number of professional development activities, including leadership and writing workshops, mock interviews, and a career fair.

Location

Madison, WI is a great location to host the 2004 Student Conference. Madison is centrally located in the United States to facilitate travel from either coast. The average spring temperature is a balmy 45° F. At the end of State Street, less than a mile from the Wisconsin State Capitol, sits the University of Wisconsin-Madison. The campus rolls along Lake Mendota, encompassing wooded hills, friendly shores, and the busy city streets of downtown Madison, a community consistently ranked among the best places to live in the nation. One of the largest and best public universities in the nation, UW-Madison is a learning and living community that is home to dozens of the city's most interesting places to visit. UW-Madison’s Memorial Union is located on the shore of beautiful Lake Mendota and offers an enjoyable view of the lake as well as the downtown area.

Travel

Madison, Wisconsin can be reached via Dane County Regional Airport, where free shuttles are available to the Concourse Hotel (see below). Additionally, Madison can be easily accessed from Mitchell Field in Milwaukee and O’Hare International Airport in Chicago. The commute from Mitchell Field to Madison on the Badger Bus takes two hours leaving Mitchell Field at noon, 2:30 pm, 5:30 pm, and 7:30 pm. Van Galder Bus transit time from O’Hare is about three hours, departing about every hour. Both routes arrive at the UW-Madison’s Memorial Union, where the registration will be held on Thursday.

Lodging

Out of many high quality hotels in the Madison area, two were chosen for the conference. All are located near the University of Wisconsin-Madison campus, State Street District, and the State Capitol Building. The Madison Concourse Hotel, located fifteen minutes from Dane County Regional Airport, offers a \$99 flat rate for up to four people in a room. Each room has a majestic view of either the Capitol Building or Lake Mendota, and also contains data ports and Nintendo game systems. For an extra \$30 dollars per night, the room can be upgraded to Governor’s Club level. This would include a larger room, complementary drinks, and other luxuries. Amenities for all guests include free shuttles to anywhere in the Madison area, an indoor heated pool, workout center, game room, and business center that includes high speed internet and other office necessities. Their in-house bar offers live Jazz Friday and Saturday nights, and the restaurant boasts the best salad bar in Madison.

Conference Facilities

The majority of the conference will be held at the newly constructed Engineering Centers Building, conveniently located on the College of Engineering campus at the University of Wisconsin-Madison. The facility offers a spacious environment, state of the art technology, and comfortable seating. It not only provides what is needed to hold the conference, but also exhibits modern architecture and design. This includes artistic sculptures, terrazzo floors, and a unique open design. It is also located adjacent to the buildings that house experiments related to nuclear engineering.

The awards banquet will be held at the prestigious Madison Concourse Hotel, in the stunning Madison Ballroom. The cuisine and service are always first rate, ensuring an elegant ceremony to end the conference.

Tentative Schedule

Thursday

10:00 am – 7:00 pm	Registration
10:00 am – 5:00 pm	Tours
7:00 pm – 9:00 pm	Plenary

Friday

9:00 am – 12:00 pm	Technical Session I
10:00 am – 4:00 pm	Job Fair
10:00 am – 4:00 pm	Poster Session
1:30 pm – 4:30 pm	Technical Session II
5:00 pm – 6:30 pm	Engineering Competition
8:00 pm	Student Mixer

Saturday

9:00 am – 12:00 pm	Technical Session III
10:00 am – 4:00 pm	Career Fair
10:00 am – 4:00 pm	Mock Interviews
12:00 pm – 1:00 pm	Judges Luncheon
1:30 pm – 4:30 pm	Technical Session IV
5:00 pm – 6:00 pm	Career Development Workshop
7:00 pm	Banquet/Awards

Daily Activities

Thursday

Thursday activities will begin with registration and tours of both local attractions and University laboratories. Registration will be held in the Rathskeller of the University of Wisconsin's famous Memorial Union. Modeled after an authentic German beer hall, the Rathskeller features a central campus location and easy access to bus routes into town. Additionally, Memorial Union features picturesque Lake Mendota, pool tables and bowling, and close proximity to the State Street area. Local attractions will include the Babcock Hall Dairy and the Elvehjem Museum of Art. The technical tours will showcase the wide variety of nuclear facilities housed at the university and will include:

- **UW Nuclear Reactor Laboratory**—1 MWt Triga Research Reactor
- **Inertial Electrostatic Confinement Device**—Helium-3 Fusion Device
- **Pegasus Toroidal Experiment**—Tokomak-like plasma confinement device studying fusion science
- **Helically Symmetric Experiment**—High-Temperature plasma containment device with highly structured magnetic fields studying fusion science
- **Medical Physics Tour**—Including revolutionary Tomotherapy radiation device used to treat cancer

The conference will officially begin Thursday evening with a Welcome/Plenary session featuring keynote speaker, Dr. Larry Foulke, ANS President Elect.

Friday

Friday will begin with both technical and poster sessions. These sessions will feature tracks in Medical Physics, Fusion/Next Generation Technologies, Core Design, Thermal Hydraulics, and Policy/Public Outreach, and will be weighted as necessary by abstract submission. In addition to submission of an abstract, students wishing to give a technical presentation will be required to submit a paper.

The career fair will also take place Friday morning. Nuclear employers such as utilities and National Laboratories from across the country will be at the conference providing students the opportunity to learn about the internship, co-op, and employment positions available.

The afternoon will be reserved for an engineering competition. Students will be divided into teams and provided with an engineering challenge, similar to the TLC series “Junkyard Wars.” Teams will have one hour to construct their device before judging begins. This will provide students the opportunity to meet their peers from other institutions and to demonstrate their engineering prowess.

After getting acquainted during the engineering challenge, the student mixer will provide students ample opportunity to relax and enjoy a beverage or two. The mixer will be held at a local establishment featuring a bar, bowling alley, pool tables and a dance floor with a live band.

Saturday

Saturday will begin with the second day of the career fair and technical sessions, along with a special opportunity for students to participate in “mock interviews” with nuclear employers. We will be inviting NMC, Dominion, Exelon, and others to facilitate the interviews and provide participants with valuable feed back. In addition, career development workshops will be held after the conclusion of the final technical session. One will help students develop their leadership skills. Alternatively, another workshop will assist students with developing an effective resume.

We will feature a catered luncheon specifically thanking the judges and event sponsors on Saturday for taking time out of their schedule to help us. This will be catered by the Wisconsin Union.

Afterwards, the Banquet and award ceremony will be held at the Madison Concourse, capping two intense and exciting days in Madison, Wisconsin. A \$100 first place and \$50 second place award will be presented in each of the technical divisions, there will also be an award for best poster and best paper submitted. After the banquet, students will receive CD’s with the papers and pictures from the conference burned on it.

	Thursday		Friday		Saturday	
09:00-10:00a				Technical		Technical
10:00-11:00a	Registration	Technical and Area Tours	Career Fair/Poster Session	Session I	Career Fair/Interviews	Session III
11:00-12:00p						
12:00-01:00p						Judges Luncheon
01:00-02:00p				Technical		
02:00-03:00p				Session II		
03:00-04:00p					Session IV	
04:00-05:00p						Career Dev
05:00-06:00p					Engineering Competition	
06:00-07:00p						
07:00-08:00p	Plenary-Foulke		Student Mixer		Awards Banquet	

Preliminary Budget

Preliminary Budget for the 2004 Student Conference with 250 attendees for cost basis

Activities	Description	Estimated Cost
Facility	Conference and banquet rooms	\$750
Meals	Judges Luncheon @ \$20/person	\$600
	Banquet Dinner @ \$23/student	\$5,750
	Breakfast Social \$300 x 3 days	\$900
Student Mixer	Facility Charge	\$1,000
	Catering	\$2,000
Speaker Awards	Seven Divisions @ \$150/ division	\$1050
Postage & Printing	About \$20/student section	\$500
Speaker Expenses	2 to 3 Speakers	\$1,000
Gifts to Registrants	300 Conference T-Shirts @ \$10/shirt	\$3,000
TOTAL COST		\$16,550
Estimated Income	Registration Fee @ \$25/student	\$6,250
Fundraising		\$10,300

Preliminary Committee Chairs

General Chair: Ross Radel/ Lola Neisius

Provides overall direction and is ultimately responsible for the success of the event. Sets up general plan/milestone chart and works with other Chairs to ensure that it is followed. The primary interface between the Conference Committee and important guests, faculty, department administrators, SSC and ANS HQ. Master of Ceremonies for Awards Banquet.

Technical Committee: David Paige/Chris Putre

Chooses topics for technical sessions, sets up sessions and processes abstracts. Approves abstract, paper, and presentation formats. Approves and publishes presentation and paper evaluation criteria. Responsible for recruiting judges and is in charge of awards.

Publicity Committee: Brian Kiedrowski/Shane McMahon

Writes articles for ANS and Nuclear News. Writes press releases and public service announcements for school paper and radio stations. Designs brochures and conference transactions. Writes announcements for distribution (by ANS HQ and SSC) to schools and student members. Arranges for ad space in local papers. Organizes and conducts mass mailings, posting of flyers, and other publicity campaigns.

Financial Committee: Shaun Tarves

Arranges to get a tax ID through department or other organization (to solicit tax-deductible contributions). Sets up bank account or arranges one through department. Organizes and conducts sponsorship drive. Plans and conducts student registration and sponsor solicitation campaign (including letters to ANS Divisions , Local Sections, and companies). Tracks revenues and expenses. Writes financial report for ANS HQ.

Arrangements Committee: Tracy Uchytel

Reserves hotel and banquet space. Reserves session rooms. Plans menu and social events. Arranges technical tours and conference reception.

Faculty/Staff Advisor: Prof. Paul Wilson

Advises Committee on all aspects of conferences. Reports to Department of progress. Lobbies for department support.

Appendix B: Sample Timeline

General Committee

_____	Put together Conference Committee	59
_____	Develop general program, theme, and budget	58
_____	Submit Proposal (March 1)	56
_____	Hosts announced	52
_____	ANS Annual Meeting (Delegates to Division meetings)	42
_____	Obtain mailing list form previous conference	40
_____	Update mailing list (ANS/industry/schools/judges)	38
_____	Define Sponsor levels/perks	36
_____	Send out first round sponsor solicitations by mail	35
_____	Fundraiser Phone Solicitation	32
_____	Send out guest speaker invitations	30
_____	Progress Report to SSC	26
_____	Secure financial commitment from ANS HQ	21
_____	ANS Winter Meeting (Delegates to Division meetings)	20
_____	Progress Report to SSC	6
_____	Operate Registration desk	0
_____	Send thank you notes to guest speakers	-1

Finance Committee

_____	Develop Registration Webpage	36
_____	Determine Conference Cost	30
_____	ANS Annual Meeting (Delegates to Division meetings)	21
_____	Operate Registration desk	0
_____	Send Travel Reimbursement	-1
_____	Publish Conference Budget, send to HQ	-2
_____	Send thank you notes to sponsors	as they arrive

Publicity Committee

_____	Construct basic WEB page and get it on-line	40
_____	Design/Print brochures, letterhead, other graphics	25
_____	Send out flyers and brochures to schools	13
_____	Add app form to website, send out email announcement	12
_____	Send out press release to school paper	4
_____	Name tags/posters	2

Arrangements Committee

_____	Research hotel options (cost estimates)	56
_____	Research menu options (cost estimates)	38
_____	Confirm reservations at Facility	30
_____	Final decisions on catered meals	25
_____	Menu prices confirmed by Banquet Hall	21
_____	Compile list of alternate hotels	21

_____	Reserve Poster boards (10 max)	16
_____	Secure AV Equipment (If not already in the rooms)	16
_____	Check on hotel reservations	16
_____	Check on hotel reservations	8
_____	Confirm facilities reservations	8
_____	Make a airport shuttle schedule	8
_____	All catering selected	4
_____	Get all airport shuttle information	4
_____	Check on hotel reservations (they will be cancelled)	4
_____	Have maps of campus and area (program and website)	4
_____	Get menu selections to Concourse	3
_____	Make sure ECB will be open	2
_____	Buy materials for poster boards	2
_____	Buy catering stuff	2
_____	Give hotels shuttle information	1
_____	Arrange for sufficient number of tables/chairs	1
_____	Get food (donuts, bagels, muffins, juice, milk, etc.)	0
_____	Get poster boards set up	0
_____	Arrange rooms properly	0
_____	Set up/direct catering	0

Technical Committee

_____	Design Conference Program booklet	35
_____	Publish to the website the requirements for papers, etc	33
_____	Publish to the website information regarding papers	33
_____	identify what awards we want	29
_____	Confirm the speaker/judges luncheon event	25
_____	Send out judge invitations	22
_____	Determine and arrange for awards/paper publishing	22
_____	Create (or obtain) guidelines for abstracts and papers	20
_____	Construct (obtain) judging evaluation sheets	18
_____	Look up possible judges and obtain their contact information	17
_____	Posting of the deadline for abstracts	15
_____	Set up the abstract and paper submittal process	14
_____	Start sending out invites to prospective judges	13
_____	Preliminary room assignments	12
_____	Order badges/awards	12
_____	Invite Career Development panelists	11
_____	Confirm judges	10
_____	Finalize a schedule for room assignments	9
_____	Make sure we have obtained the badges/awards	8
_____	Confirm Career Development panelists	8
_____	Career Development workshops finalized	7
_____	Organize the technical sessions/judges	4
_____	Send out information to judges	3
_____	Print Final Program	2
_____	Evaluate scores/determine session winners	0
_____	Send thankyou's to judges	-1

Appendix D: Sample Call For Papers

American Nuclear Society 2004 Student Conference



“Out of the Ashes: Revival of the Nuclear Era”



April 1-3, 2004 • Madison, Wisconsin • Engineering Centers Building

CALL FOR PAPERS

Deadline: March 1st, 2004

Conference Chairs

General Chairs

Ross Radel
Lola Neisius

Technical Program Chairs

David Paige
Don Williamson, Jr.

Track Themes

1. Reactor Engineering
2. Public Policy / Outreach
3. Thermal Hydraulics
4. Medical Physics
5. Accelerator Applications
6. Fusion / Next Generation Technology
7. Environmental Science

Format

Authors are now REQUIRED to use the ANS Template and "Guidelines for TRANSACTIONS Summary Preparation" provided on the ANS Web site. Summaries must be submitted electronically using Adobe Acrobat (PDF) files and original Microsoft Word documents and the ANS Electronic Submission System. Summaries not based on the ANS Template will be REJECTED.

Guidelines for Papers

Please submit summaries describing work that is NEW, SIGNIFICANT, and RELEVANT to the nuclear industry. ANS will publish all accepted summaries in the TRANSACTIONS. Papers are presented orally at the meeting, and presenters are expected to register for the meeting. Completed papers may be published elsewhere, but summaries become the property of ANS. Under no circumstances should a summary or full paper be published in any other publication prior to presentation at the ANS meeting. Authors are responsible to protect classified or proprietary information.

Content

1. Introduction—State the purpose of the work.
2. Description of the actual work—Must be NEW and SIGNIFICANT.
3. Results—Discuss their significance.
4. References—If any, must be closely related published works. Minimize the number of references.
5. Do not present a bibliographical listing.

Length

1. Use at least 450 words, excluding tables and figures.
2. Use no more than 900 words, including tables and figures.
3. Count tables and figures as 150 words each. Use no more than three tables or figures.
4. Limit title to ten words; limit listing authors to three or fewer if possible.
5. Exclude references from word count.

Awards

Awards will be given to the top two papers submitted before the early deadline. All papers submitted before the late deadline will be added to the Transactions CD.

Deadlines – NO EXCEPTIONS

Submission of Papers **for review**: March 1st, 2004
Submission of Papers **w/o review**: March 15th, 2004

Appendix E: Sample Abstract Guidelines

Title of Your Paper (no more than 10 words)

Author 1, Author 2, Author 3 [Authors Presenting should be given in italics]

Department of Something

Your University Here

University Town, QZ 12345, USA

Contact E-mail Address Here

Use the first paragraph for an introduction. State the purpose of your work and why we should care. This paragraph (and the following paragraphs) should use Times New Roman, size 10, fully justified, single-spaced. The margins should be 1 inch wide, and the entire abstract should fit on one page, including images.

The second paragraph should be a description of what you did. The topic may represent, but is not limited to, original research, course project, or a paper review completed by the author.

The third paragraph is a good place for results. Highlight the significance of the findings.[1] References should be inserted in brackets as shown, and listed below the abstract. Your references should be inserted manually for your abstract because the footnoting and cross-reference features don't like it when you combine files.[2]

REFERENCES

[1] Use MLA or ALA bibliographic standards. <http://www.wisc.edu/writing/Handbook/Documentation.html>

[2] References should be closely related, published works. Please cite no more than two or three.

Appendix F: Sample Paper Evaluation Form

Paper Evaluation Form

Author _____

Title _____

Grader _____

Content - 60%

Is there a logical flow/clear train of thought? _____ / 20

Is the argument based on facts, and do the facts presented support the argument being made? _____ / 20

How is the referenced material used to form independent conclusions _____ / 20

Graphics/tables - 10%

Does the student effectively use his/her graphics? _____ / 10

Spelling/Grammar - 15%

Does the student use proper spelling/grammar? _____ / 15

References/Sources - 15%

Is the document properly referenced? _____ / 15

Total Score _____ / 100

Comments

Appendix G: Sample Presentation Evaluation Form



2004 ANS Student Conference Judging Sheet

Date: / /
 Start time:
 Stop time:
 Duration:
 Session:

Presentation Title: _____
 Presenter(s) Name: _____
 School Affiliation: _____

Educational level **Undergraduate or Graduate**

Content (32 points, 8 points each)

- Clearly states objective and describes why this research is relevant _____
- Technically correct data (were the conclusions correct, is the data conclusive based on the data shown) _____
- Sources provided for data or discussed how it was obtained _____
- Appropriate number of slides to validate their conclusions _____

Oral Presentation (18 points, 3 points each)

- Introduces the material in an appropriate manner _____
- Explains the material in a logical manner _____
- Well organized _____
- Speaking Style: rhythm, tone, rate, inflection is good _____
- Well managed talk, flows well and transitions are appropriate _____
- Handled questions well _____

Visual Presentation (20 points, 5 points each)

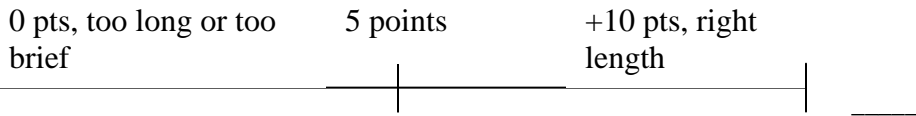
- Easy to view (not too bright, not too light, good contrasts) _____
- Logically organized/arranged _____
- Graphs/charts/figures are explained _____
- Amount of information per slide is appropriate _____

Gestures/Enthusiasm (20 points, 4 points each)

- Eye contact _____
- Professional attire _____
- Good use of hands, gestures and mannerisms _____
- Overall excitement at giving the presentation _____
- Were they able to motivate the audience to listen, participate, etc? _____

Time (10 points)

- Did the presenter go long enough, too long, or the right amount length of time?



Bonus (maximum 5 points, none are required)

- Did the presenter do something extra or beyond a normal presentation to enhance the overall effect of their talk? _____

Comments to the presenter: _____

Judges comments to the Technical Program Chairs: (this section will be removed before returning the top portion to the presenter) _____

Total
Points

Judges name/affiliation: _____

Congratulations!