

# Regional Student Conference Guide

## Roles and Responsibilities—Host University

### Students and Faculty

The student branch at the university organizes a group of students (no less than 10) to host the student conference in their region. This group of students consists of the lead conference organizer, the webpage coordinator, the treasurer, the events coordinator, the communications coordinator, etc. The lead organizer works directly with AIAA staff and the Deputy Director of Education for the region.

A University that has a Student Branch may host a student conference. To host a conference, a letter of intent signed by the AIAA Faculty Advisor should be received no later than **1 July** of the prior conference year.

Except when prearranged by a Section or a Branch, Regional Student Conferences must be hosted by a Student Branch. The term “hosted” means that the members of a participating Student Branch will act as titular hosts to visiting students during the various meetings and social affairs of the conference. It does not necessarily imply that the students must provide the management of these meetings and affairs when this management can be better provided by members of the participating Sections.

### Budgeting for the Conference

- Funds to help support the conference, provided by the AIAA Foundation, may be used only for items necessary to conduct the conference in its most fundamental form. Expenses incurred for extravagant social affairs or non-student functions are examples of unauthorized expenditures. The purchase of alcoholic beverages using the AIAA Foundation conference funds is not permitted (for liability reasons).
  - Acceptable expenses are as follows: meeting room rental, meals, the awards banquet, audio/visual equipment rental, announcements, printed programs, postage.
- Preliminary and final budgets (template can be found on the conference portal) should be created with support from the faculty and submitted to the Deputy Director of Education for the region. An initial (i.e., estimated) and final conference budget must be approved by both the AIAA Regional Deputy Director of Education and the Student Programs Office. Only those expenses deemed fundamentally necessary to conduct the conference will be approved.
  - Items to consider when preparing your budget are listed below.
    - Cost of renting rooms for sessions
    - Rental fees for AV equipment
    - Meals during the event such as breakfast, lunches, or snacks
    - Giveaway items such as t-shirts, tote bags, note pads, pens, etc.
    - Transportation for tours

- Contracts for hotels and other services need to be appropriately executed. An authorizing agent, either the local section or a university (for example) needs to be the responsible party. Students and/or individual members do not have the authority to execute contracts on behalf of AIAA.
  - The faculty advisor and students guarantee the venue if held on campus. IF the event is off campus then the local AIAA professional section should be involved.
  - Insurance for the venue, if held on campus, is covered by the university. Otherwise this would fall to the local section to ensure that the event is covered by insurance.
  - Meals for the event such as a continental breakfast, lunches, and snacks are the responsibility of the conference organizers but an awards luncheon or awards dinner is always provided and needs to be included in the budget. Any additional meals or snacks provided are at the discretion of the organizers.
  - A sponsorship packet template has been developed and is available on the conference portal. This packet can help with ideas to help raise funds for activities and events during the conference that may not be covered by AIAA Foundation funds. The local section professional membership can help with obtaining sponsors for the event
  - Travel to the conference is the responsibility of the attendee.
  - A registration fee for the conferences is determined by the conference organizers. The registration fee is determined by the cost of the meals, venue costs, and any other costs incurred to host the event. The registration fee may vary for each region from \$20 to \$75.

### Hosting the event

To host a successful Regional Student Conference the organizers of the competition must be able to provide logistics and a memorable experience for the attendees, including:

- Find rooms for sessions and organize sessions with the assistance from the head judge
- Provide hotel information for students on the conference website
- Arrange transportation for any off-site events
- Provide speakers for luncheons and awards banquet
- Organize social events such as an ice cream social, resume-building session, teambuilding games, etc.
- Create, prepare, and distribute communications for event
- Submit final report to AIAA Student Programs Coordinator

Each host is to submit a final report to the AIAA Regional Deputy Director of Education and the Student Programs Office **no later than two weeks** after the conference is held. This report should include 1) the final conference budget, detailing all expenses and income, 2) statistics on the number of faculty, students, other attendees, and the number of schools represented, 3) the name of the school for each student who is awarded a prize by AIAA.

### Student Organizing Committee

Hosting the AIAA Regional Student Conference requires a team of no less than 10 student or professional members. Each team member has a specific role or task to help create a successful event and experience for the attendees in the region. Following is the list of titles and responsibilities for the team members.

### **1. Program Coordinator**

The Program Coordinator is responsible for the printing of the programs and Award Winners and Presenters Certificates. Since it is not possible to print the winner's certificates until just before the banquet (usually several hours), the Program Coordinator should arrange to have a laptop and printer capabilities to print the winner's name and school affiliation on each certificate after the last technical session. The presenter and participant certificates can be printed prior to the conference.

The Program Coordinator is responsible for putting up signs prior to registration to guide delegates to the registration desk. He/she is to provide any brochures or information pamphlets concerning activities in the city or at the school for the visiting delegates. If a map is not printed on the conference program, he/she is to be responsible for providing maps for the delegates' registration packets.

### **2. Luncheon Coordinator/Banquet Coordinator**

Responsibilities include providing:

- Estimated count of delegates from registration on the web conference portal.
- Actual count 24 hours prior to luncheon.
- Head table assignment to include Host University student chair, individual assigned to introduce speaker, speaker, Section or University VIPs, and AIAA Headquarters representative.
- Microphone for guest speaker and platform or podium (preset).
- Projection equipment necessary for guest speaker (preset).
- Someone to control the lights if presentation is given.

Note: If the conference does not organize a formal luncheon, provisions should be made by the sponsors to host judges and any special guests at lunchtime.

### **3. Field Trip Coordinator**

Responsibilities include:

- Adding field trip information to delegates' registration packets.
- Arranging for bus pick-up and return.
- Coordinating time of field trips with Conference Chair and industrial facility.
- Providing facility with the number of delegates going on the field trip (information on pre-registration form), and the number for luncheon if provided by the facility. Note: Keep in mind security issues and citizenship requirements when arranging field trips. Know the security requirements and the number of students who may be excluded prior to finalizing the tour. Alternate arrangements should be made for those not able to go on the tour.
- Choosing a guide if a tour of university facilities is to be arranged.

### **4. Meeting Room Coordinator**

The Meeting Room Coordinator is responsible for setting up technical session rooms, testing all equipment, and verifying functionality before the sessions are scheduled to begin. A practice room should be made available for the speakers to prepare for their presentations.

The Meeting Room Coordinator should see that:

- Any needed equipment (i.e., screen, projector, podium, microphone, etc.) is on hand and in position for use.
- The timekeeper is supplied with signs to signal authors when time limit is approaching. The timekeeper should also be equipped with a stopwatch. This is one of the most important functions the day of the conference.
- Screen is large enough that everyone can see it.

- The room is capable of being darkened and the lighting controls have been identified and understood operationally. Also, make sure that power cords are long enough to do the job and the cords are routed in an unobtrusive, noninterference manner.
- It is understood how to control the session room temperature if possible.
- Have water available at the podium.
- Make sure the judges have an appropriate seating area.

The Meeting Room Coordinator will be responsible for conducting technical briefings prior to each session. All authors and those assigned tasks related to the conduct of the sessions should attend the technical briefing. Authors should be prepared to provide their slides to the projectionist at the technical briefing. The Meeting Room Coordinator will brief the attendees on the logistics and schedule of the day and ensure everyone understands their roles. (Authors are to be notified in registration packets that they are expected to attend technical briefings: give time and place.)

### ***Attendees at Technical Briefings***

Meeting Room Coordinator – responsible for conducting the briefings

Host School Chair

Session Chair

Projectionist

Authors

Timekeepers

Student in charge of lighting

### **5. Session Chair for Technical Sessions (Host Students)**

A Session Chair is to be provided for each technical session to introduce each speaker, give the title of the paper, and the author's school. The Chair should thank the speaker and conduct the question-and-answer period after each presentation to recognize questions from the floor – taking questions first from the judges and then from the audience. When the question-and-answer period of ten minutes is over, introduce the next speaker.

### **6. Timekeeper (Host Student)**

The Timekeeper will clock each presentation and signal to the speaker when there are 5 minutes remaining and when time is up. They will also inform the Session Chair when the question-and-answer period is over. The Timekeeper needs a stopwatch and signs to signal the authors. **TIME MUST BE STRICTLY ENFORCED.** Presenters get 20 minutes for presentation and 10 minutes Q&A.

### **7. Photographer**

Photographs should be taken for conference records and a selected few should be emailed to Student Programs Coordinator within two or three weeks following the conference for publication in various AIAA communications and social media. Candid photos as well as posed shots are suitable.

### **8. Social Event Coordinator**

The Social Event Coordinator will be responsible for arranging a networking event(s) during the conference. This event can include teambuilding games, a social hour, resume-building event, etc.