

## **NCSSSMST 2014 Student Research Conference Teacher/Chaperone Guidelines**

Greetings Student Research Conference Teacher/Chaperones!

We are pleased to welcome you to University of Louisville this summer for the 2014 Student Research Conference, Discoveries STEM from you!

### **Teacher/Chaperones:**

- [ ] Bring an original copy of each student's completed Parent-Student Packet as well as any local permission forms required by your district.
- [ ] Bring emergency contact numbers for parents/guardians.
- [ ] Bring after school contact numbers for your principal or director.
- [ ] Be certain your group of students knows how to contact you at all times.
- [ ] Check airport security for a list of allowable carry-on items.
- [ ] Determine your means of transportation to University of Louisville campus upon arrival at Louisville International Airport. Remember a shuttle will be available from 2:00 pm- 5:00 pm on Sunday, July 13, 2014 and from 8:00 am – 11:30 am on Wednesday, July 16, 2014.

Teacher/Chaperones are expected to know the whereabouts of their students at all times during the conference. If a student becomes ill please contact the conference personnel listed on the emergency forms you will receive at registration. The ultimate responsibility for student safety rests with their chaperones. If you must leave students unattended for any length of time, please ask another adult to watch over your students and inform:

**Alyssa Murphy, University of Louisville Liaison**  
**or**  
**Todd Mann, Executive Director, NCSSSMST**

We will have a teacher/chaperone meeting Sunday evening where we will distribute names and contact numbers for all adults and address any concerns you may have.

Please review and complete all attached documents. Should you have any questions, please feel free to contact:

Alyssa Murphy 502.852.4960, [alyssa.murphy@louisville.edu](mailto:alyssa.murphy@louisville.edu)

Thank you and we look forward to a great 2014 Student Conference!

Sincerely,

*Todd Mann*, Executive Director, NCSSSMST

*Suzanne Barrows*, Assistant Director, NCSSSMST

*Crystal Bonds*, Crystal Bonds, Principal, High School for Math, Science and Engineering at the City College, New York, NY  
NCSSSMST President-Elect

*Alyssa Murphy*, University of Louisville liaison

## **General**

The University of Louisville is able to accommodate up to 100 students and 30-40 adults. With this in mind each school may bring 6-8 students and 1 or 2 teacher chaperones (according to individual school policy). Students will be housed 2 students per dorm room. Chaperones will be housed in single rooms on floors with their students. There will be same-sex floors for safety and supervision. We are expecting each school to determine which student attendees will participate in the poster session and which will give a presentation of their research. Students should be ready to submit titles and abstracts so that a conference booklet can be prepared. The abstract must not exceed 125 words (no graphics allowed).

## **University of Louisville Check-In Procedure**

### **Teachers/Chaperones will:**

- Upon arrival at the University of Louisville, check in at the Registration Desk on the first floor lobby/or courtyard of Community Park Residence Hall and receive all room keys for group.
- Assist students in finding rooms, dropping off luggage.

**In order to help this conference run smoothly, the following guidelines must be followed during the conference.**

### **Teachers/Chaperones will review the following rules and codes of conduct with the students:**

- Conduct a room inspection before check-in to note any existing damages or problems.
- Inform the students that any damages to residence hall rooms become the responsibility of the students and teachers/chaperones.
- Check-in with students every morning and night.
- Help to move students on and off the buses in an orderly and timely manner.
- Watch for disorderly conduct, especially on the buses.
- Review emergency procedures with individual groups.
- Inform students that wandering away from the group is forbidden.
- Keep track of students' daily schedules.
- Be aware of students' medical issues.
- Have ready access to important phone numbers and contact information.
- Provide students with your contact information and residence hall room number especially for any nighttime emergencies.
- Create a list of your students' and their family cell phone numbers.
- Be mindful of time constraints and ensure students arrive at all events on time.
- Keep track of students during free time between events.
- Enforce rules defined in the student guidelines to the best of your ability.
- Alert conference planners to any emergency situations or possible problems as they arise.
- Have all student forms easily accessible during the conference.
- Submit a complete set of student forms to the University of Louisville c/o Alyssa Murphy before the conference begins.
- Attend each of the scheduled session blocks.
- Hold students accountable for personal behavior and respect of buildings and property.
- Assist with the student research presentations and poster sessions.

**NCSSSMST Emergency Contact Cell Phone Numbers:**

Todd Mann, NCSSSMST 301-642-6665- 24 hours

Alyssa Murphy, University of Louisville representative 502-243-5873 - 24 hours

Residence Life Summer Conference Staff-Name and phone number to be provided at check-in

## **General**

Grinnell College is able to accommodate up to 120 students and 30-40 adults. With this in mind each school may bring 6 students and 1 or 2 teacher chaperones (according to individual school policy). Students will be housed 2 students per dorm room. Chaperones will be housed in single rooms on floors with their students. There will be same-sex floors for safety and supervision. We are expecting each school to determine which student attendees will participate in the poster session and which will give a presentation of their research. Students should be ready to submit titles and abstracts so that a conference booklet can be prepared. The abstract must not exceed 125 words (no graphics allowed).

## **Grinnell College Check-In Procedure**

### **Teachers/Chaperones will:**

- Upon arrival at Grinnell College, check in at the Registration Desk in the first floor lobby of the Joe Rosenfield '25 Center (JRC) and receive all room keys for group.
- Assist students in finding rooms, dropping off luggage.

**In order to help this conference run smoothly, the following guidelines must be followed during the conference.**

### **Teachers/Chaperones will review the following rules and codes of conduct with the students:**

- Conduct a room inspection before check-in to note any existing damages or problems.
- Inform the students that any damages to residence hall rooms become the responsibility of the students and teachers/chaperones.
- Check-in with students every morning and night.
- Help to move students on and off the buses in an orderly and timely manner.
- Watch for disorderly conduct, especially on the buses.
- Review emergency procedures with individual groups.
- Inform students that wandering away from the group is forbidden.
- Keep track of students' daily schedules.
- Be aware of students' medical issues.
- Have ready access to important phone numbers and contact information.
- Provide students with your contact information and hotel room number especially for any nighttime emergencies.
- Create a list of your students' cell phone numbers.
- Be mindful of time constraints and ensure students arrive at all events on time.
- Keep track of students during free time between events.
- Enforce rules defined in the student guidelines to the best of your ability.
- Alert conference planners to any emergency situations or possible problems as they arise.
- Have all student forms easily accessible during the conference.
- Submit a complete set of student forms to Grinnell College c/o Rachel Bly before the conference begins.
- Assist with the student research presentations and poster sessions.

### **NCSSMST Emergency Contact Cell Phone Numbers:**

Todd Mann, NCSSMST 301-642-6665- 24 hours

Rachel Bly, Grinnell College 641-821-5678 - 24 hours