

Guidelines for Student Conference Updates and Final Report

Last updated Apr 7, 2017

Planning Updates

Conference Chairs should submit regular planning updates to the SSC for review. These planning updates should cover any significant developments since the prior report such as fundraising statistics, key milestones reached (e.g. venue bookings, website going live, registration opening, etc.) and near-term goals. The specific content included is at the discretion of the organizers; if anything is missing or if the SSC has any questions they will let you know. If you need any assistance or resources from the SSC you should include these requests as well. All reports should be put into PDF format and emailed to the SSC Chair (sscChair@gmail.com.) Include a copy of your most recent budget.

Reporting Schedule

Please adhere to the following schedule for reports:

- **Accepted Proposal, ~T-18 mo** - The accepted conference proposal is considered the first report to the SSC. If you have updated your budget since that time please resubmit that as well.
- **Preceding Student Conference, ~T-12 mo**- The next update should be submitted *just before* the preceding student conference. Be prepared to give an update at the SSC Meeting.
- **T-9 mo**
- **T-6 mo through T-1 mo, Monthly reports**

Final Report

The final report should be submitted following the closing of the meeting with ANS HQ. Email the final report as a PDF to the SSC Chair Unlike the updates, the final report must contain a certain set of information. Please see the Final Report Template on the SSC website for the specific content needs of the report. In addition to the written report, please also attach a copy of the following in your email:

- A copy of your final line-item budget, also sent to ANS HQ (PDF)

- Data and graph for cumulative fundraising revenue over time. Include two separate sets for pledged revenue and received revenue. (No need to identify sources of the revenue, just the dates it was pledged/received.)
- Data and graph for the number of registered attendees overtime. Identify key dates including the early registration deadline, online registration closing, and conference dates.
- Conference Program (PDF)
- Fundraising Prospectus (PDF)