

Student Conference Proposal Manual

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1 Introduction

ANS student sections interested in hosting the ANS Student Conference can apply to do so by drafting a proposal and submitting it to the ANS Student Sections Committee (SSC). This document was developed by past organizers of the ANS Student Conference to provide prospective conference hosts with information and expectations regarding the ANS Student Conference proposal process. The current document is an official and primary source of instruction on how to draft and submit a student conference proposal. An additional resource, the Student Conference Planning Manual, is available that goes into more detail about planning a conference *after* a proposal is selected. However, the Planning Manual is still highly “recommended reading” for sections wishing to submit a proposal. For additional information on the ANS Student Conference and the ANS Student Conference proposal processes, visit the SSC website, <http://students.ans.org/>, or contact the SSC at sscChair@gmail.com.

The ANS Student Conference is held every year in the spring and is organized entirely by the student members of the ANS section with assistance from ANS National’s Conference Staff. Conference participants include students, professors, professionals, and recruiters from all fields of nuclear science and technology. The conference focuses on the professional development of student participants. Professional development opportunities have historically included guest speakers, student research presentations, workshops, tours, networking, and mentorship. The conference also highlights 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. Another aim of the conference is to showcase a professional meeting where students and professionals can exchange ideas and information and build professional relationships.

These conferences are attended by approximately 700 students, 100+ professionals, and dozens of universities and companies (see Table 1 below for a recent breakdown). The conference has become a large operation that requires extensive staff and complex logistics. The calendar time required to set up the conference is relatively long for a student endeavor: approximately 6 months to prepare a proposal and approximately 18 months to execute the proposal. Because this commitment is longer than one school year, conference planning can be severely hindered by students' graduation before proposal submissions, if not properly anticipated.

Table 1. Breakdown of Conference Attendees From 2022 to 2026

Conference	# Of Students	# Of Professionals	Total Attendees
2026 Texas A&M	*703	111	+876
2025 University of New Mexico	496	151	647
2024 Pennsylvania State University	461	163	624
2023 University of Tennessee	490	213	703
2022 University of Illinois at Urbana-Champaign	269	114	383

* Approx 200 students were from the host university.

+ Total includes 23 guests and 61 sponsor comps

Sections submitting for the first time should not be discouraged if their proposal is not accepted. In such a situation, the recommendation is to take the feedback received and make improvements accordingly, with the goal of being accepted the following year.

1.1 Outline of Proposal Process

1. Read this document.
2. Visit the [Student Conference](#) page of the Student Sections Committee (SSC) website. This site contains links to past conference proposal documents, past conference websites, and other information.
3. Visit the ANS National [Conference Organizer Resource](#) website. This site contains standard practices for the ANS conference across the board, not just the student conference.
4. Read the conference proposal Judges' Evaluation Worksheet posted on the [SSC website](#). It is worth checking periodically for any updates to this worksheet.

5. Visit past and current conference websites, if available. Pay particular attention to past conference programs, which may be available through the websites (or past Chairs). Internet searches of “ANS Student Conference 20XX” may be helpful.
6. Confirm the student section’s “Good Standing” status within ANS. The section should be sufficiently active to provide the staff and time needed to host the conference. The [Section Standing](#) page on the SSC website lists each section's standing. Sections not in good standing should follow the instructions provided on the website to fix this. Sections that have not been in good standing for some time should consider this a warning sign that they may not yet be ready to host.
7. Begin gathering information about the practical aspects of hosting a conference. Specific details are provided later in this document. Proposal committees are strongly encouraged to contact past conference Chairs—see Section 1.3. **Recommended date: May 1st**
8. Send as many section members affiliated with the proposal as possible to any student conferences or national meetings that occur while preparing the proposal.
9. Contact the [SSC Chair](#) and inform him/her/them of the section’s intent to prepare a proposal. By doing so, there is no implied commitment by the section to submit a proposal. However, this ensures the proposal committee receives timely notification of any changes affecting the application process. It is, however, expected that you communicate if you are writing a bid; submitting a bid without communicating with SSC Chair is not grounds for disqualification, but is generally detrimental to your chances of winning the bid. **Recommended date: August 1st**
10. Write the formal student conference proposal document. **Recommended date: August 1st**
11. Submit the conference proposal to the SSC Chair before the deadline posted on the SSC website. **Deadline: Around October 1st**
12. Wait for the SSC’s decision to be announced at the ANS Winter Meeting that November. Send at least a few representatives, in particular any Chair(s) of the proposal. Accepted proposal Chair(s) can start talking to ANS National and the SSC about the planning process. For sections that are not selected, this is a great opportunity to review what to improve, remove, or add for the next proposal.

1.2 Proposal Objective

An ANS Student Conference proposal should convince a panel of judges of the submitting student section’s ability to host a successful conference. These judges are members of the

SSC, including both past conference Chairs (for more information on the Judging Committee, selection rules are available for download on the [SSC website](#)). There are four main components to a successful conference:

1. Strong leadership and vision, with an emphasis on delivering relevant and impactful content for students and the next generation of nuclear professionals.
2. A clear and compelling technical program that incorporates a variety of formats to support diverse learning styles.
3. A high-level approach to logistical needs, including defined areas for collaboration with the understanding that ANS professional staff will lead execution.
4. Why your university? Include the strengths of what makes your university and local industry stand out, as well as **what a successful conference looks like to you**.

This document provides a skeletal framework for developing a strong technical program and a sound logistical plan. For students new to managing large projects, this document will also serve as a partial guide to conference planning. (See also the *Student Conference Planners' Guide* posted on the [SSC website](#).)

1.2.1 Leadership and Vision

Innovation is one key to continuously improving the Student Conference. However, a proposal should not be stuffed with radical ideas for the sake of calling itself “innovative”. A proposal with no new events or programs since the previous conference can still be highly successful, provided it emphasizes lessons learned from past conferences and the ongoing improvement of the conference experience. Proposals should highlight anything that is new, different, or noteworthy.

As a reminder, the conference focuses on the professional development of student participants. This objective should be kept in mind when constructing the proposal's vision. Past conferences have included social events, professional networking, community outreach, public information sessions, and local cultural activities. While these other activities are strongly encouraged, **they should never overshadow the conference's primary focus**. In the proposal, emphasize the expected benefit of each planned event for conference participants (both students and professionals).

1.2.2 Technical Program

The technical program is an opportunity to plan the traditional aspects of the technical sessions while also showcasing creative program elements. The expectations for the technical program are outlined in this manual. While there are required specifications, this is also your opportunity to demonstrate creativity and propose new ideas that may help your conference stand out. This is a major component of the proposal and something the judges traditionally weigh heavily when assessing its potential significance.

1.2.3 Logistics

Sound logistics are an essential but relatively mechanical part of any conference proposal. The logistical items that must be addressed in the proposal are described in the following sections of this document. In judging, these logistical items are scored as either satisfied or not satisfied based on the contents of the proposal. In the event that a proposal cannot demonstrate that one of the logistical items will be met, the proposal should address the actions that have been taken so that the judges can assess the proposal committee's plan for meeting the requirement. Should any part of the logistical items be unclear, contact the SSC for clarification.

1.3 Points of Contact

Sometimes, extra advice or information from previous conferences or administrative personnel might be needed to successfully pitch a proposal's ideas. The SSC maintains contact with previous and current conference Chairs who are more than happy to share what they have learned. However, the onus is on the proposal committee to demonstrate initiative and reach out to these people for this information. Contact information for prior Chairs can be obtained from the SSC Chair (sscChair@gmail.com). Similarly, administrative questions can also be answered by the SSC Chair or the ANS Meetings Director of Conferences (see <http://www.ans.org/about/staff/>).

ANS National will provide significant support in planning the conference logistics for the selected bid. During the bid-writing process, you may contact the ANS conference team with any questions. Using the guidance of ANS National during your bid writing process is strongly encouraged. If your section gets selected to host the conference, ANS National will spearhead the logistics while incorporating the input from the student section.

2 Application: The Proposal Document

2.1 Vision

The conference organizers demonstrate leadership and vision by having a clear idea of what their conference will be like, both operationally (logistics) and aesthetically (participants). The leadership and vision component of the proposal comprises less tangible elements that are harder to quantify. These elements are subjectively rated by each judge, usually on a weighted or sliding scale. This section outlines general concepts and ideas the judges may consider.

2.1.1 Theme

The Student Conference traditionally has a theme, chosen by the organizers and indicated by the conference title. The theme should be clear—its meaning should be obvious— and should ideally focus attendees on an aspect of nuclear science and engineering that they might not otherwise spend much effort on. The theme should be central to the conference, rather than tacked on. In the proposal, the theme can be best reflected in the discussion of the planned events. Speakers can be invited to address specific topics. Workshops can be focused on areas related to the theme. Material provided to participants can elaborate on the theme. A good theme will be apparent during the conference proposal and planning by the way it shapes the conference.

Considerations when developing the Program Theme

- Define overarching program themes to shape technical content and align sessions.
- Inclusion of both traditional nuclear topics and innovative, cross-disciplinary subjects is encouraged.
- Tie themes to industry megatrends and student interests: sustainability, innovation, safety culture, equity in STEM, global collaboration, etc.
- Build thematic tracks to help attendees navigate the agenda and choose sessions aligned with their goals.
- Include future-focused sessions (“What’s Next?”) to prepare students for industry shifts (communications, interpersonal skills, public speaking, overcoming anxiety, outreach, etc.)

2.1.2 Participant Experience: Event Design

Event design draws heavily on the designer’s ability to appreciate attendees’ perspectives. Each event should be carefully thought through from beginning to end. How does it enhance the conference? How does it alter the participant experience? How does it meet the goals of professional development and employment of students? A visionary leader identifies the

potential benefits the conference can offer its participants and designs events to deliver them most effectively.

Event design can manifest in the introduction of new events, or the reinvention of events previously seen at earlier conferences. It is easy to recall events you liked, events you didn't, what you liked about them, and what you thought could have been done differently. Ideas can be drawn from past student conferences, national meetings, topical meetings, meetings of other societies, events held by community groups, and any other large-attendee event the proposal committee may have attended.

Events should always be crafted with their intended benefit(s) in mind. Adding features or aspects to an event that do not support its intended benefit will only make it confusing, difficult, and expensive. Expect new and improved events to be evaluated by the judges based on the perceived value/benefit to the participants. (Not all events require a lofty goal; benefits may be as simple as "attendees have fun".)

A Special Note Regarding Socials: Socials should only support a conference and never take away from it. It is assumed for judging purposes (and also by ANS National) that a participant will attempt to attend every event that is listed in the program to the fullest extent possible. Based on this, socials (and any other events) should allow participants adequate breaks for food and mental focus, as well as at least 8 hours of sleep per night. For example, do not schedule a social to run past 10 pm unless it is the last night of the conference. Pay particular attention to Thursday and Friday evening events that might be physically strenuous or involve alcohol—these could deter participants from attending technical sessions.

2.1.3 Participant Experience: Details

As with event design, the logistical organizers must be able to appreciate the attendees' perspective. Ideally, the events will leave the largest impression, but great event design can be completely overshadowed by logistical details. The proposal does not need to have every detail of every event planned! That being said, the big-ticket items will likely be most closely scrutinized—the number of attendees, the length of time for events, and the conference itself, availability of transportation, etc., are all things that could play a critical role in whether the reviewers feel the student section is ready to host the student conference.

When planning conference logistics, look to build on and improve upon past conference events. Think again about past student conferences, national meetings, topical meetings, meetings of other societies, events held by community groups, and any other large-attendee event you have attended. Instead of focusing on the main event, consider the surrounding details: facilities, furnishings, audiovisual equipment, timing, transportation, and the ease of finding information in advance. What worked well? What would you change?

2.1.4 Proposal Attributes

There are several qualities of a good proposal that typically influence judges. The following are words that judges often use when discussing proposals (and are also listed on the *Judges' Evaluation Worksheet*). These qualities should be apparent in both the proposal document and the conference vision.

Organization—The proposal should flow in a clear and logical fashion.

Professionalism—There is no reason a student conference can't be better than the professional meetings.

Originality—Every student conference is different, and every university has something unique to offer. Highlight it.

Comprehensiveness—If it's not in the proposal, judges often assume it has not been considered. Thoroughness is key.

Responsibility and Integrity—Conference hosts must uphold the reputation of the ANS and the host university. Be transparent in financial dealings, avoid conflicts of interest, and properly prioritize (student interests before corporate interests, professional development before socials).

Productivity—The conference should address participants' professional, academic, and employment needs.

Fun—The conference should be interesting and enjoyable for participants. Avoid boring events, dull speakers, and long sessions.

Aesthetics and Image—How visually appealing is the proposal? How is the theme represented? This is a chance to show off branding, design, and marketing skills. These will be particularly important for fundraising.

Economy—The costs to students must be reasonable, as must the fundraising expectations. Does the proposal include a contingency plan for cost reductions if needed? Could a similar experience be obtained at a lower cost?

Accessibility - The conference hosts should be prepared to accommodate, where reasonable, along with assistance from ANS National, conference attendees with dietary restrictions or disabilities afforded accommodations under the American with Disabilities Act (ADA).

Overall Proposal Quality—The quality of the proposal document implies the quality of the eventual conference. The skills necessary to write a good proposal are the same as those needed to write a good fundraising letter or to speak to a gathered audience. Grammar and spelling count. Uniformity in language, spelling, and figures are an easy factor judges look for

in considering the overall quality of the bid. Make sure that the proposal appears uniformly written, even if there were many people responsible for writing the bid.

2.1.5 Student Section Strength

In the year leading up to the proposal, the applying student section needs to demonstrate its strength at both the local and national levels. The proposal should summarize the strengths of the student section and cite examples to help judges unfamiliar with it. Activity at the local level is gauged by indicators such as the size of the section, attendance at its events, the complexity or budget of its regular yearly activities, and its involvement and collaboration with the local section. Activity at the national level is typically measured by attendance at national and student conferences and participation in the Student Sections Committee (SSC). National conference attendance indicates the strength of the student section and its resources. Student conference attendance implies that the student section fully appreciates the scope of the task of hosting a student conference. SSC meetings are held at every national and student conference, and a representative from each section is expected to attend. *Participation at SSC meetings by Section representatives and the proposal committee is the best-correlated predictor of who wins the conference.*

2.2 Technical Program

2.2.1 Preliminary Program Setup

At the proposal stage, the preliminary program should include a detailed schedule of events (to the nearest quarter-hour) and corresponding descriptions of each event. It is important to outline the activities for each day to demonstrate the conference flow, identify potential event conflicts, and determine required facilities. *Events competing with student research presentations should be minimized.*

The bare minimum for a student conference is: a welcome event/registration, student research presentations, a career and university fair, one SSC meeting, and an awards presentation. This minimum would make the conference boring. Additional events (prominent speakers, meals, a social, and local tours) are strongly encouraged, but the specifics of those events are at the discretion of the proposal committee. To elevate the overall experience, proposals are strongly encouraged to include additional elements, such as prominent speakers, meals, social activities, and local tours, with details to be determined by the proposal committee. These elements should also be thoughtfully incorporated into the overall budget.

The schedule is expected to continue evolving as the planning process progresses. For example, tours may be available only on certain days, or a local event may affect the initial plan. Additional groups, such as the host institution, sponsors, the SSC, or other ANS groups, may request time and space to host events, at the discretion of the hosts (as discussed in

further detail in the Planning Manual). However, the schedule of events in the proposal should be sufficiently complete for judges to understand the proposed “attendee experience” and to assess the level of detail, foresight, and flexibility in the planning.

In the Proposal:

- Include a graphical schedule similar to that shown in Figure 1.
- Include a write-up that discusses each event.
 - Present event logistics, such as catering, audiovisual services, room setup, and travel (to offsite events).
 - For non-standard events such as workshops or industry interaction, discuss the benefit/value of events to the participants.
 - This is a great place to demonstrate leadership and vision by highlighting improvement and innovation over past conferences.

Keep the following in mind. Student research presentations are traditionally 20 minutes (15 for presentation and 5 for questions). The total number of traditional presentations per session usually ranges from 3 to 5, so sessions typically last ~60 to ~100 minutes. When determining how many to include in each session, consider the number of rooms available (and their relative locations to other session rooms), how many sessions you can run at a time, how many session chairs and judging volunteers you will need, and so forth. Remember that students can move in and out of sessions to watch specific presentations, so easy access between rooms of concurrent sessions is important. Additionally, non-traditional sessions (as an addition to traditional sessions) are encouraged if they support the overall goals of the conference. These sessions might be lightning talks, design competitions, etc., but the same considerations should be applied when determining session length. Be realistic about “hidden time”: downtime between events, travel time between facilities, time required to convert a room from one setup to another, time required to set up catering, and time required to clean up a room after each event.

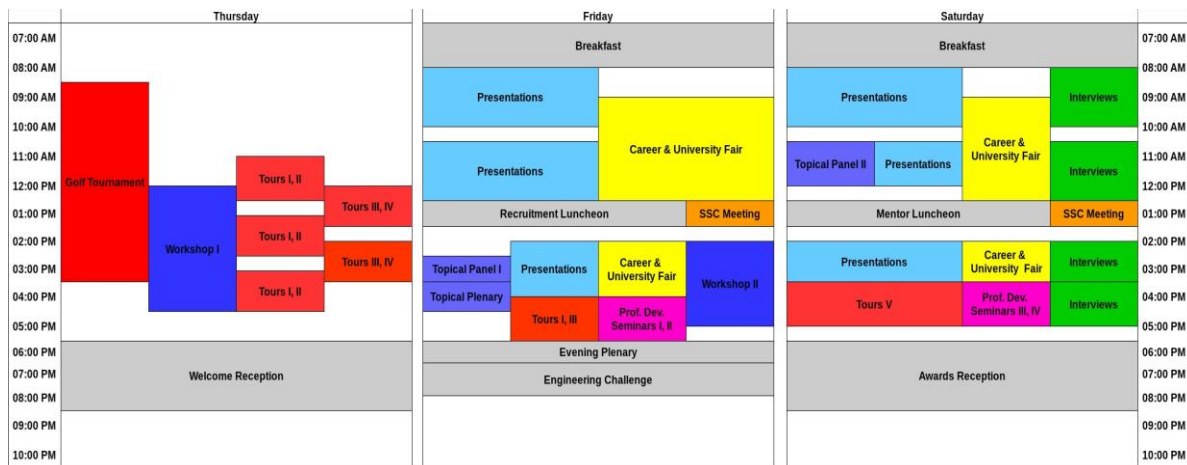


Figure 1: Example graphical schedule of conference events/times.

2.2.2 Technical Session Development

While it is important to present a clear and realistic schedule and structure for the technical sessions, this section also offers an opportunity to demonstrate creativity and innovation in the technical program's design. Beyond traditional student research presentations, student conferences also feature panels, workshops, and other alternative session formats to enhance attendee engagement and broaden the program's scope. These additional formats enable proposal committees to deliver dynamic, interactive sessions that complement standard presentations. Workshops can provide hands-on learning experiences or professional development opportunities, while panels can facilitate discussion of emerging topics, industry trends, or career pathways. Such sessions should be thoughtfully designed to maximize participant value and encourage active involvement.

This is also your space to showcase **meaningful creativity**. Consider audience engagement and learning styles. Traditional technical sessions are a mainstay at conferences but explore a variety of formats for other sessions and events, such as case competitions, fireside chats, interactive demos, and debates. Additionally, it is important to incorporate networking and career connections throughout the events to offer students opportunities to connect with peers, professionals, and mentors.

Proposal committees are encouraged to leverage areas of expertise within their university, local community, or regional industry to create unique and meaningful technical sessions. This may include highlighting specialized research strengths, partnerships with nearby laboratories or companies, or access to subject matter experts. Additionally, these sessions provide an opportunity to bring attention to important or underrepresented topics within the nuclear field that may not typically be emphasized in standard conference programming. When proposing non-traditional technical sessions, clearly describe the intended format,

objectives, and expected outcomes. Discuss how these sessions will integrate with the broader conference schedule and how they will enhance the overall attendee experience. Strong proposals will demonstrate intentional design, clear value to participants, and a balance between innovation and feasibility.

Review past bid submissions to see how past universities leveraged their local expertise to make effective and specialized technical sessions. Remember to be mindful of your attendees to ensure you have sessions that interest early undergrad students and later-career graduate students.

A **Content-First Approach** demonstrates a clear focus on developing the technical program. Some considerations for displaying this approach are followed.

- Prioritize program planning over logistics; let the program drive the conference experience.
- Identify “what’s hot” in the nuclear and energy sectors: emerging technologies, policy changes, and industry disruptors.
- Highlight timely industry challenges such as clean energy transition, AI in engineering, advanced reactors, supply chain resilience, and workforce development.
- Align session design with student interests and workforce needs (academia, industry, research, policy, etc.)

Be sure to include wellness sessions throughout the program. This includes strategically planned breaks and other wellness activities. Having spaces for reflection or decompression can also be beneficial. Throughout the technical and logistical programs, be sure to view them through **a lens of diversity and inclusion**. For the technical sessions, this largely means ensuring representation among speakers, panelists, and topics, and intentionally reaching out to underrepresented groups.

NOTE: Ensure all session titles are neutral, professional, and cognizant. Avoid inflammatory language. Ensure the standards of national ANS conferences are reflected.

2.3 Logistics

Logistics are one of the most important aspects of running a smooth conference. However, there are many logistical details that students or those who do not work in event planning are unaware of or do not consider in a timely manner. With that in mind, ANS National is

committed to offering improved support to the student section regarding logistics planning. While logistics remain an important aspect of the bid, it is equally important that you acknowledge how ANS will support you in logistics and incorporate that support into your leadership, and how you will best communicate with ANS national if your bid is selected.

The logistical items of the conference proposal are listed below and detailed in this subsection. Each item is REQUIRED to be included in a proposal. However, they are not required to be presented in the given order or even broken down in the manner shown.

- Dates
- Attendance Projection
- Facilities
- Recommended Hotels/Lodging Options
- Transportation
- Budget
- Financial Oversight and Contingency Planning
- Conference Committee Organization
- Schedule/Milestones
- Student Volunteers
- Liability
- Support

Note: Throughout the logistics section, be sure to demonstrate full consideration of accessibility and inclusion across all events. Failure to fully consider accessibility and inclusion across the entire scope results in a weak proposal.

2.3.1 Dates

Choosing conference dates is a simple but critical decision. Failure to do adequate research before selecting the dates can completely ruin an otherwise perfect conference. Conferences are held in the middle of the spring semester (traditionally between late February and mid-April). The proposed conference should be held late enough in the semester so that students

have time to return to school and get settled before they need to deal with conference plans such as travel, yet early enough not to interfere with finals.

The availability of critical conference facilities usually dictates the conference dates. Conference facilities are discussed in Section 2.1.4. Be aware that civic and university events (such as parents' weekend or sporting events) will draw in a lot of out-of-town guests, which affects hotel prices and availability. Holidays, long weekends, and exams will affect conference attendance, as will competing professional conferences. Annual local conferences can be expected to have priority over one-time conferences such as the ANS Student Conference when it comes to reserving facilities, with the potential result of getting bumped for a repeat customer.

The conference dates may change between the proposal and the actual conference. This is fine; factors often change after the proposal is submitted. What is important to the judges is the demonstration of the process by which the organizers choose the date.

In the Proposal:

- Include at least two sets of possible conference dates, ranked by preference.
- Include a brief write-up of the conference dates selection process.
 - Discuss the research process. Background research on the dates should be demonstrated to be exhaustive.
 - Discuss the justification for choosing the dates and their rankings.
- Include a chart like that shown in Figure 2, showing items that may conflict with conference attendance and/or facility availability. Consider: Other AND Conferences, Holidays (especially religious holidays and long weekends), Campus Events, Local Events, Spring break for all Student Sections, Finals schedules for all Student Sections, Other professional society conferences (HPS, INMM, ANS, etc.), University academic and athletic calendars, Local events.

NOTE: Finals schedules are included in each university's academic calendar and are posted on university websites. A listing of all Student Sections is on the [SSC website](#).

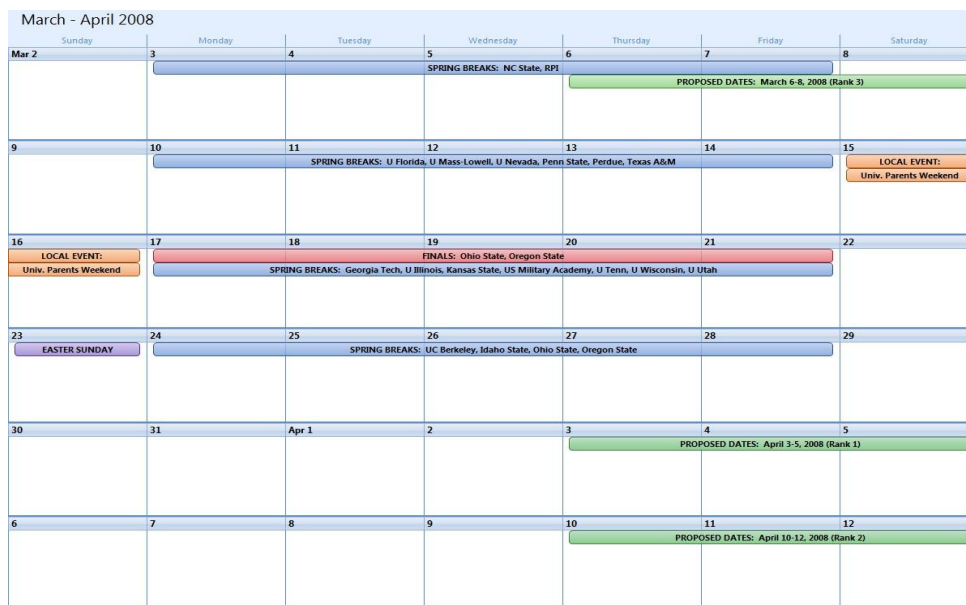


Figure 2: Example calendar of ranked conference proposal dates.

2.3.2 Attendance Projection

Planning requires an estimate of the number of students and professionals expected to attend the conference. Use attendance numbers from previous conferences in attendance projections, including the projected attendance of students and faculty from the host department, as well as those from other universities and organizations. Conference attendance figures and the companies and universities represented can be found in previous conference reports or programs (typically on past conference websites). These figures can also be obtained by contacting past conference Chairs. Factors to consider include the proximity of other student sections to the conference location, the number of students in each nuclear engineering (NE) department or program, and the number of students in the section's NE department/program (including the projected number of students and faculty to attend from the host university). The size of each can be found on departmental websites or in the ANS biannual publication, Nuclear Engineering Education Sourcebook.

In the Proposal:

- State the number of students and professionals expected to attend and provide a justification for that number. If it is significantly smaller or larger than at recent conferences, explain why. Not only should you state the overall attendance and break down the numbers by students and professionals, but also by those from the host university and those not from the host university.

- Consider how many speakers, panelists, etc., you are planning to ensure they are projected in your total.
- Describe contingency plans for whether attendance is significantly higher or lower than the planning number. (Attendance cannot usually be reliably predicted until about one month before the conference.) *Both scenarios can have significant implications for the conference expenses.*
- If the university feels they only have the space to host a set number of students, a registration cap can be defined in the bid, as long as it follows the policy set by ANS National on the minimum allowable cap for student conferences.
 - o Capping registration can be considered when space and logistics are limited. However, if you are considering capping registration to save money, be sure to consider all other possible items that could be cut or reduced before capping student numbers.

2.3.3 Facilities

Getting adequate conference facilities for the desired dates is a crucial part of planning the conference. The conference cannot be hosted without adequate facilities. Conference facilities large enough to host the Student Conference are hard to find and are usually booked well in advance. Compromises between dates, events, and facilities should be expected.

Past conference hosts have sometimes found that their preferred facilities were booked by someone else between the submission of the proposal and the announcement of the conference host. **If and only if the facility is a university facility** and it does not require a deposit or an official contract, consider reserving it for the preferred date before submitting the proposal. **Do not make any deposits to reserve these facilities. Likewise, do not enter into any contracts, personally or on behalf of the student section, related to the conference. This is to protect the proposal committee from any liability arising from failing to fully meet the terms of the contract, particularly if the proposal is not selected. ANS National (including SSC) is not responsible or liable for any contracts they have not signed.**

The proposal committee must clearly specify how facility rental costs will be managed, including who is responsible for payment. This is especially important when considering eligibility for university or institutional discounts, as pricing may vary significantly depending on the paying entity. Committees should confirm how any applicable discounts will be secured and applied, and account for potential cost differences in their budget.

In the Proposal

- Identify and describe the prospective conference facilities and amenities.
 - o Identify conference elements that are critical to the program (breakfast, lunch, plenary, etc.)
 - o Note the cost of the facilities, and if the cost differs based on who books it (i.e., does the cost change if it is booked internally (through a university organization) or externally (through ANS)). If so, determine which route to take.
 - If something is booked internally, outline how you will go about the payment plan. ANS is not responsible if you do not pay their vendors in a timely manner, should this be the route taken
- Estimate the number, type, and size of rooms required based on the preliminary program.
- If outdoor events are planned, the bid MUST have an indoor weather backup plan; the committee should, at a high level, understand the university's emergency SOPs.
- Give a detailed schedule for each room based on the preliminary program. Include room capacity, projected attendance, desired room setups, catering, and audiovisual requirements for each event. Include setup and takedown time.
- Consider space for registration, career fair, and poster sessions
- Include a graphical room schedule similar to that shown in Figure 3. Does not have to be highly detailed, but it should present an idea of how many papers are assigned to each technical session room on each day, and how many rooms are needed for meals.

[illegible]

Figure 3: Example room schedule, graphical version.

2.3.4 Hotels

If you are awarded the conference, ANS National will work closely with you to determine hotels that best support the conference plans. Selecting hotels can be challenging due to cost, proximity to the conference venue, and proximity to one another. Clustered hotels are preferred to simplify transportation logistics.

Student organizers should identify and recommend potential hotel options, considering factors such as the number of students per room, cost per student, and distance from the conference venue. ANS National will serve as the primary point of contact for negotiating hotel rates and will be responsible for finalizing and executing all hotel contracts.

In the Proposal:

- Identify the first and second choice sets of hotels.
- Include a map which shows the proximity of hotels to conference facilities and potential airports/public transit nodes.

2.3.5 Transportation

The proposal should address transportation to, from, and during the conference.

Ground transportation: A means of transportation from the conference airport(s) to the conference hotels must be identified. These can be airport shuttles, hotel-provided shuttles, conference-provided shuttles, or even public transit, such as a metro.

During the conference, shuttle transportation for students from conference hotels to the conference site(s) and between conference events at different sites should be provided if the distance is greater than 1/3 mile. Professionals may choose to take the shuttle or use their own transportation to the conference site(s). The exception is planned tours. Tour participants must use the provided transportation to and from the tour site. As with the hotels, adequate parking at the conference facilities should be available for those who choose to drive. Remember to account for the loading and unloading of passengers. It is very important to account for unexpected delays when scheduling transportation from conference facilities to hotel accommodations, such as traffic, loading, and unloading time

In the Proposal:

- Air Transportation
 - Identify local airports.

- Estimate air travel costs per attendee for representative Student Sections. Estimates should correspond to the first-choice conference dates.
- Ground Transportation
 - Identify how students will get from the airport to their hotels (if included, be sure it is reflected in the budget).
 - Include the trip length and the departure frequency.
 - Identify who pays (students or the conference).
- Conference Transportation
 - Identify how students will get from their hotels to conference events and between conference events.
 - Include the trip length and the departure frequency.

2.3.6 Budget

Budgets will be developed in coordination with ANS National, which will manage all financial transactions. The student organizing committee is responsible for building and maintaining the budget and tracking actual performance against projections. See Appendix B for a sample budget template to help build a complete budget.

Ideally, the budget should estimate the conference cost (and thus the fundraising requirements) within 5%. The judges examine the detail, accuracy, and thoroughness of the budget. Past conference proposals have tried to make their conference appear as economical as possible by lowballing or omitting figures. While a low total budget may impress the judges, a complete and accurate budget that accounts for all expected costs will impress them more. Be upfront, honest, and confident about financial figures: the actual numbers will not help or hurt the proposal, as long as they are reasonable. At the same time, proposals should avoid becoming overly ambitious or unnecessarily extravagant. A strong budget strikes a balance between minimizing costs and realistically accounting for the true cost of hosting the conference. The purpose of the budget is not to create the lowest possible number, but to demonstrate a clear understanding of the financial requirements and limitations of the event.

Conference budgets should be built with realistic expectations for both expenses and revenue. Sponsorship funding represents real financial support from companies, organizations, and ANS stakeholders, and revenue projections should reflect what can reasonably be expected to be raised. Likewise, not every available dollar must be spent. The ultimate financial goal of the conference is to avoid operating at a deficit while still providing a high-quality experience for attendees. Past conference bids have included ambitious ideas and expanded programming that, while encouraged, may not have been financially sustainable if projected sponsorship goals were not met. Committees should therefore

identify which elements of the conference are essential and where reductions could be made if fundraising falls short of expectations.

Organizing committees should also remember that registration costs for the Student Conference are intentionally kept as low as possible for attendees, even though the actual per-person conference cost may reach approximately \$600–700 once all conference expenses are considered. Registration fees should not be increased solely to support unnecessary or overly extravagant additions to the conference. Similarly, large expenses should be evaluated carefully to ensure they are reasonable and provide meaningful value to attendees. Proposals should also account for inflation, local market conditions, sales taxes, service fees, gratuities, and other regional costs that may significantly impact the final budget. ANS National can provide guidance during the proposal process to help committees better estimate these expenses and evaluate the financial feasibility of the conference plan.

Committees should remain mindful that conference revenue and any resulting profit are shared among ANS National, the host institution, and the Student Topical Conference Fund. Financially unsuccessful conferences can negatively impact these shared resources, particularly if repeated deficits reduce the ability of the Student Topical Conference Fund to support future conferences and student initiatives. New ideas and creative programming are strongly encouraged, but proposals should demonstrate fiscal responsibility and a willingness to adapt plans if projected funding levels are not achieved. If a selected conference budget is later determined to be financially unrealistic, the organizing committee should expect to work closely with ANS National to revise the conference scope and expenditures as necessary to ensure the event remains financially responsible and sustainable.

The budget will continue to evolve as planning and fundraising progress. Conference budgets should be developed with a clear understanding of all anticipated revenue and expenses. At a minimum, proposals should include the following budget categories:

A. Revenue

- Registration fees (students, professionals, guests)
- Sponsorships and career fair fees
- Grants or institutional funding
- Donations and other income

B. Expenses

- Venue and facility costs
- Audio/visual and technology/registration/mobile app/electrical/wi-fi
- Catering (meals, breaks, receptions)
- Transportation (shuttles, tours)
- Marketing and promotional materials
- Printing and signage
- Awards and recognition/prizes

- Supplies and materials/shipping
 - ANS professional staff labor (see sample budget in Appendix B)
 - Security
 - Insurance and permits (as applicable)
 - Administrative or service fees
- Revenue (fundraising) targets in the proposal should be 15% higher than expected expenses.
 - The first \$25,000 of revenue goes to the host university ANS student section
 - Any revenue generated past the first \$25,000 from the conference is shared in three ways:
 - 1/3 is allocated to ANS National, which uses these funds to support student programs, initiatives, and opportunities managed by ANS.
 - 1/3 is allocated to the host university ANS student section.
 - 1/3 is allocated to the ANS Student Topical Fund to support students who are interested in participating at ANS topical conferences.
 - If revenue does not exceed \$25,000, then the revenue sharing does not happen
 - The goal of the section should be to exceed the \$25,000 revenue, as the revenue sharing greatly supports programs that support the professional development of students.

NOTE: Do not budget for travel reimbursements unless the university is willing to manage this process. In general, it is best not to promise travel reimbursements. In the past, universities offered them without including them in the budget, leading to a lopsided set of reimbursements. ANS supports a low registration rate to avoid reimbursement activity.

In the Proposal:

- Include a detailed, realistic, and complete budget. The budget should correspond to the dates, projected attendance, preliminary program, facilities, and transportation in the rest of the proposal.
- Divide the budget into two sections: (1) expenses and (2) revenue. The expenses section should be further divided into two subsections:

- **operational expenses** are the essentials required to host the conference (e.g. food, facilities, and transportation (if required)).
- **discretionary expenses** are the non-essentials (e.g. socials, attendee gifts, awards) and can be cut if there are revenue shortfalls.
- Discuss a fundraising plan to raise the necessary revenue. The plan should be realistic (\$ per contributor) and achievable.
- Establish a prioritized plan for budget reductions should anticipated revenue or fundraising fall short of projects.
- Include the following figures of merit that summarize the budget:
 - total target revenue
 - total expenses, subtotaled by operations expenses and discretionary expenses
 - cost-per-student (total conference expenses divided by total number of expected student attendees)
 - cost-to-student (average estimated out-of-pocket costs for each student attendee that does not attend the host university)

2.3.7 Financial Oversight and Contingency Planning

The Conference host should present a clean plan for tracking and managing conference finances in coordination with ANS National. ANS National will manage all banking, payments, revenue, and financial oversight for the conference, while the student organizing committee is responsible for developing and maintaining the budget and tracking expenses against that budget. Student organizers should demonstrate how they will monitor financial performance, communicate regularly with ANS National, and ensure alignment between planned and actual expenditures. The conference budget and revenue remain with ANS National and are separate from other section transactions.

The tax-exempt status of a student section and the student conference is not to be assumed! Some sections never achieved tax-exempt status, or had tax-exempt status but lost it by failing to file appropriate IRS forms. Some sections are tax-exempt because of their affiliation with their student union or host university. Some sections independently filed for tax-exempt status with the U.S. Internal Revenue Service (IRS). Every section's situation is unique, but *not all past conferences have achieved tax exempt status*. ANS National is not tax-exempt everywhere! The proposal committee is strongly encouraged to include details about this in their proposal, as it can significantly reduce overall conference costs. It is a good idea to contact the ANS National Conference Staff directly and discuss tax-exempt status for their state.

ANS National provides preferred banking services for the conference, allowing for consistent oversight and experienced management of conference funds, including registration and sponsorship revenue. In cases where university policies do not allow this structure, secondary accounts—such as those managed by the host university or student section—may be used with prior coordination and approval from ANS National.

Be sure to provide clear contingency plans for the budget. During conferences, many things do not go as planned, and costs often exceed initial estimates. With this in mind, have backup plans for other possible facilities, vendors, etc. Additionally, identify which items in the budget are not fully necessary and could be cut if needed. Offering a clear contingency plan shows the judges that the committee understands that things do not always go as planned and that the committee can be flexible. **When planning your budget, it is recommended to build in buffer room to your expenses and be conservative in estimating your revenue.**

In the Proposal:

- Identify the banking system to be used by the conference.
- Identify the financial oversight mechanism for conference banking.
- Identify options to achieve tax-exempt status.
- Demonstrate a clear contingency plan

2.3.8 Conference Committee Organization

The organization of the conference committee should be customized to the strengths and weaknesses of its members. Many organizational structures have worked successfully in the past. Whatever is chosen, responsibilities and reporting structure should be clear. The committee's decision-making process should also be established. Typically, the conference Chair(s) have full authority over the conference committee and ultimate responsibility for the conference's success. However, there should be a formal set of written conflict-resolution procedures for the committee, developed before any conflict arises.

Conference Chairs. The decision on who will be named as Conference Chair(s) is a very important one, as these persons will likely be the face of the conference. The students selected as Conference Chairs should have previous experience and participation in national ANS conferences. Certain responsibilities must also rest closely with the relevant Chair. All the highest-level responsibilities will likely fall to the Chairs in the end: budget oversight,

fundraising, interfacing with important speakers, and overall logistical coordination with ANS National. These responsibilities should not be assigned to a lower-level committee member.

It is common that a Student Section's first proposal is not selected, and the proposal is resubmitted in a later year. This often means the graduation of the students behind the original proposal effort and a change in the named conference Chair(s). The visionary leadership and organizational skills of a Chair who authors a proposal can be evaluated through the quality of that proposal. A successor Chair can inherit the proposal. Because of this, if a named Chair changes between proposal submissions without substantial changes to the proposal, the proposal must include additional detail about the new Chair. If a named Chair changes between the conference award and the conference dates, a similar process will need to be followed.

Conference Committee members also play an important role in managing the conference's day-to-day affairs. The proposal will need to detail not only what these available positions will be called, but also their duties, as well as a preliminary indication of who would fill these roles. During the planning process, additional responsibilities may arise. This structure can act as a guideline in assigning tasks to the various committee members. It is also common for the conference committee members identified in the proposal to change, even if the proposal is selected after its first submission. Identifying backup committee members or understudies may be helpful to the proposal. Proposal committees are encouraged to review successful proposals from past years for more specific examples of organizational structures and positions.

In the Proposal:

- **Organizational Chart:** Provide a graphical organization chart showing titles. Identify a person to fill each position.
- **General Areas of Responsibility:** List the general responsibilities of each position.
- **Past Experience:** Include a listing of past student and national ANS conferences each committee member has attended. Participation in other professional organizations may also be mentioned. The conference Chair(s) are generally expected to attend at least one student conference and one professional conference before submitting a proposal. Other leadership, event planning, and organizational experience may be included in this section, but should serve the primary goal of demonstrating competence in the designated role.
- **Letter of Endorsement for New Chair(s):** If the named conference Chair(s) have changed since a previous proposal submission but the proposal has not substantially changed, then include a letter of endorsement of the new Chair(s).

- consists of at least 400 words but fewer than two pages
 - presents the reason the specific individual(s) were selected as the new Chairs(s).
 - addresses the vision, leadership skills, and organizational capabilities of the individual(s), preferably with examples or past experience
 - is authored by someone personally familiar with the Chair selection process
 - includes as many signatories as deemed necessary to be persuasive
- **Decision-Making Process:** Draft a set of procedures or operating guidelines for the conference committee.
 - Identify the procedure for removal/addition/replacement of a committee member, especially the committee Chair(s).
 - Define the Faculty Advisor's authority.
 - Identify what kinds of decisions can be made by which conference committee members (e.g., decisions that require spending money).
 - **Interactions with ANS National:** Outline how the board will effectively and efficiently work with ANS national throughout the entirety of planning
 - Focus on who the main liaison is
 - Describe how ANS National will heavily support your logistical planning
 - Make it clear that you understand where ANS National provides oversight and where you have creative freedom

NOTE: It is strongly encouraged that the Technical Chairs (or whoever is in charge of the technical program) have experience at technical conferences, as this role will involve coordinating and handling the submission/review process. This experience is usually carried out by a graduate student. This person will work closely with the ANS National program specialist and use the ANS EPSR system for managing content.

2.3.9 Schedule/Milestones

As with any large project, many tasks must be completed in parallel. Tasks are interrelated; one task may impact or define several other tasks. One method for balancing these sequences is to use milestones: tasks that represent endpoints or points of convergence across multiple task sequences simultaneously. The proposal should present this schedule. There is no fixed format for this, but it should be presented in a clear and logical fashion so that judges can

assess whether any items are missing or there are potential problem areas. Advanced project planning software (e.g. Gantt charts) may be helpful.

In the Proposal:

- Identify major milestones and provide target dates for their completion. For each milestone, identify key tasks that must be completed to meet the milestone.
- Identify other critical tasks that must be accomplished (not necessarily tied to a milestone).
- For each key or critical task, identify who is responsible for it, when it should be completed by, and if there are any predecessor tasks that must be completed first.

2.3.10 Student Volunteers

The hosting student section must have enough active students to support the conference effort. Having 10 dedicated students serve as primary organizers for the conference, with an additional 20 students staffing the events, is recommended, given the size of recent conferences. The student section should have a significant number of volunteers to help during the conference. ANS National staff will also assist with planning and staffing and provide reasonable support where possible, including on-site assistance.

In the Proposal:

- Identify the number of volunteers needed to execute the conference and describe how this number was obtained.
- Describe the roles of each group of day-of volunteers and state which conference committee member each staff group will report to.

2.3.11 Liability

ANS and the conference hosts inevitably assume some liability (risk). The common areas of liability are finances, contracts, and negligence. **It is always prudent to consult with ANS National about any contracts. As a reminder, ANS National is not liable for any contracts it has not signed. No contract should be signed without the guidance, review, and approval of ANS National.** Examples of liability that might be encountered during an ANS Student Conference include:

- Any contracts that define a payment schedule and a financial penalty if the schedule is not met.
- A hotel requires a certain number of rooms to be paid for, or else will assess a financial penalty (attrition).
- A social event requires a minimum purchase of food and drink.
- Financial penalties for overdrawing a bank account.
- Any event that serves alcohol (someone could drink too much and hurt themselves or someone else; someone could drink underage).
- Damage to an attendee's or borrowed property during official conference events
- Any event that could cause physical harm to an attendee.

It is up to the conference hosts to decide whether minors will be allowed to attend. Universities usually have established policies and additional requirements if minors attend a program. See Appendix A for a list of compliance questions to consider when making this decision. Based on your university's policy, consider whether there is an additional cost to allowing minors to attend. This may include, but is not limited to, requirements for trained staff to be present, specialized housing, etc. Many of these additional requirements can carry a financial cost and should be factored into the budget. Remember that K-12 outreach is a strong, active environment, so allowing minors to attend can help continue outreach with the next wave of nuclear students. However, if the policy at your university is not worth the additional work or money, it is absolutely okay to have your conference be for 18+ only. If this decision is made, be sure to explain why you made it. If you decide that minors should be allowed, ensure you outline what additional forms, training, etc., are needed, and include their effects on the budget and other aspects of the meeting. Choosing one way or the other is not inherently positive or negative for the judges, but the decision should be clear, and the reasoning and effects should be described.

In the Proposal:

- Identify known and potential liabilities – See Appendix A.
- For each, discuss whether that liability will be carried by the student section, the university, ANS National, or the host facility. Indicate whether the group has already agreed to carry this liability if this is the case.
- Consider whether any of these activities will ultimately require waivers to be signed by the participants. **ANS National must be consulted for help in this matter if waivers are required.**

- Discuss any additional steps that are being taken to minimize the risk (e.g. ANS National reviews contracts, drink tickets at the social, liability insurance policy).

NOTE: Should the proposal be selected, all liability should be clearly understood and documented before the conference takes place. ANS National **will** help the planning committee through this process.

2.3.12 Support

Institutional support from the student section's department and college are important to being able to successfully host a conference. It is strongly recommended to engage key administrative figures, such as the Department Head or Deans during the proposal process to discuss the needs of the conference and what the department or college can provide to the conference, if selected. It is also beneficial to show local support behind a student section's proposal. If the section is small or has not been active in recent years, a show of student support is also recommended.

In the Proposal:

- Include a letter of support from the:
 - Student section Faculty Advisor
 - Department Head

NOTE: Letters of support from anyone outside of ANS or the host university (for example, potential corporate donors) will not be considered. If these are added to the proposal anyway, these pages will be removed from the proposal before it is given to the judging committee, and the proposal will be penalized. See Section 5.

2.4 Proposal Presentation

Ultimately, the proposal document should be the section's best; whatever is submitted should reflect the section's best abilities. However, there are a few guidelines to follow when writing the proposal:

- **Conciseness**—Unnecessary “fluff” or 50 pages describing the school history or meal options copied directly off a website do not add value to the proposal. A proposal that is not to-the-point simply wastes the judges' time and patience.

- o **As we reassess the conference bid expectations, we hope that bid documents no longer exceed 100 pages as they have in the past. Rather, we hope to see documents closer to 30 to 50 pages.**
- **Summarization**—Consider including an Executive Summary (a one-page section of the proposal that comes between the title page and the table of contents). The executive summary should hit all the high points of the proposal committee’s conference vision and focus on facts, not opinions.
- **Support**—All supporting documentation, such as letters from a department head, should appear in appendices. All worksheets and calculations should be placed in appendices. Only worksheet summaries or calculation results should appear in the body. Tables and illustrations should be used whenever they result in greater clarity and conciseness.

3 Submission

Sections interested in submitting a proposal should inform the SSC Chair of their intent to submit a proposal, so that they can receive important updates as necessary. Submissions are due roughly **18 months** in advance (typically around October 1st). The exact date will be posted to the [SSC website](#) around mid-April. An announcement will also go out to all student section presidents (provided the current officer information is on file).

Proposals should be emailed to the ([SSC chair](#)). All proposals **must be submitted as a PDF** and are limited to 10 MB in size. Alternatively, the applicants may host the proposal on a web server and notify the SSC of the URL by the deadline date, although this does not eliminate the 10 MB size limit. Hosts will then be chosen and notified during the President’s Special Session during ANS Winter Meeting (typically early November).

4 Evaluation

The proposal evaluation process is continuously evolving. The SSC’s expectations of the proposals change with each passing conference. To reflect these changing expectations, the *Judges’ Evaluation Worksheet* is updated frequently by the SSC, and the current *Student Conference Proposal Guidelines* document is updated when necessary. These regular changes reflect the increasing challenges of hosting the conference, the responsibility of the conference hosts, the liability to the ANS, and the oversight obligation of the SSC. Should any part of the evaluation process or this document be unclear, contact the [SSC Chair](#) for clarification.

4.1 Evaluation Process

Before the submission deadline, a judging committee is formed from members of the Student Sections Committee (SSC). After the submission deadline, the submitted proposals are distributed to all the judging committee members. The Judges' Evaluation Worksheet (discussed in the next section) and any additional guidelines, instructions, and supporting data are also given to the judges. The judging committee members read the proposals, deliberate, and discuss them for approximately two to three weeks before taking a vote.

During the deliberation and discussion periods, the judging committee members gather additional information to inform their judgments from a variety of sources. Judging committee members may ask questions of the proposal authors via email, telephone, or in person. They may contact the SSC Chair to obtain information on the student section's past operations (annual report, outreach events, and a copy of the Glasstone application). They may use the internet or call vendors or facilities to check the information given in the proposal document. Judging committee members have also been known to contact alumni from the student section to ask about the section's strength or to get an independent take on proposal items.

The judging committee's decision for the next year's student conference is traditionally announced during a special session at that year's ANS Winter Meeting. After the decision is announced, the judging committee provides written feedback to all authors of submitted proposals. This feedback will generally include the judging committee's assessment of the pros and cons of each proposal and suggestions for improvement before resubmission the following year. The judging committee will also provide detailed guidance to the selected section about specific aspects of their proposal that should be addressed or considered when planning the conference. The Winter Meeting is also an excellent opportunity to hear feedback or discuss in person how the proposals that were not selected could be improved upon. This could prove instrumental in helping the proposal's chances the following year.

5 Special Cautions

A successful proposal requires a substantial amount of advance planning. A well-crafted proposal can cut the amount of work needed to host a conference in half because the major issues are already resolved, and a plan of action has been crafted. However, there are some actions that may jeopardize a section's eligibility to host a conference if done too early.

In addition to just generally being bad ideas, if the judging committee hears about a section doing any of the following before being officially awarded the conference, they will consider it a reflection on the judgment of the Chair's conference leadership and factor it into their decision.

1. Do not publish, say, or do anything that might lead someone to think that you have been awarded the conference until the formal announcement is made.
2. Do not sign any contract before being officially awarded the conference. ANS National is not liable for any contracts that they have not signed, regardless of whether the contracts have been signed by the selected conference hosts or not.
3. Do not approach any speakers about attending the conference unless there is a personal relationship with them through previous activities. Someone who was the proposed Chair's internship supervisor or former thesis advisor is fine. Looking up a phone number for the current ANS President and cold-calling him/her/them is generally not.
4. Do not approach any sponsors for funding before receiving confirmation that you will be hosting the conference and until **after** the current student conference is over. Traditionally, students should wait to begin funding requests until after 30 June.
5. Do not make any formal agreements with other student groups, especially other professional organizations such as the Health Physics Society or the Institute of Nuclear Materials Management. Special procedures apply to involving additional societies in the conference, and the Chair(s) will need to consult with ANS National to make sure all policies are followed.
6. Do not squat on domain names, Facebook groups, Twitter hashtags, or anything else that the conference organizers might like or plan to use.

6 Appendix A – Compliance Questions

ANS Student Conference Comprehensive Compliance & Risk Management Questions for University Review Prepared by Chloe Martin, Conferences Specialist

*** These questions do not need to be answered in the bid, but will need to be considered during the planning process. Ensure your bid demonstrates a thoughtful, cohesive understanding and approach to liabilities overall. ***

Insurance, Liability & Risk Management

- Does the university require any specific insurance coverages for conferences hosted on campus (general liability, auto, workers' comp, umbrella, etc.)?
- Are student volunteers covered under university insurance, or must ANS provide supplemental coverage?
- Does the university require a Certificate of Insurance from ANS or our vendors? If so, what limits and endorsements are required?
- Are additional liquor liability or event liability endorsements required?

- How is liability shared among the university, the caterer, and ANS for hosted events?
- Are separate liability rules in place for students versus external participants?
- Are there any required waivers or release forms for minors attending the conference?

Minors on Campus Compliance

- What is the university policy for minors on campus?
- Does allowing minors to attend the conference require specific accommodations (e.g., additional security/staff for supervision, specialized housing arrangements)?
- For all other compliance areas listed in this section (Appendix A), what changes or additions are needed if minors are in attendance?

Campus Policies, Rules & Safety

- What campus policies govern activities, exhibitions, tours, demonstrations, and events?
- What site-specific safety rules must we communicate to attendees, exhibitors, caterers, and vendors?
- Are there crowd management, occupancy, or fire marshal requirements for plenaries, exhibits, or meals?
- Are there restrictions on equipment, exhibit materials, or hazardous items exhibitors may bring?
- Are drones, lasers, radiation sources, or other specialty technologies restricted or require pre-approval?
- Are there restrictions on outdoor events, structures, staging, tents, or other activations during the conference?
- Are there noise ordinances, quiet hours, or outdoor sound restrictions that apply?

Emergency Management & Security

- What emergency procedures, communication protocols, and campus alert systems must be incorporated into conference planning?
- Is campus security required or recommended? If so:
 - What is the process for requesting them?
 - What are the staffing minimums?
 - What is the cost structure?
- Are additional security personnel required for mixed-age (minors + adults) events?
- What is the protocol for addressing policy violations or unsafe behavior during the event?
- Is there a required emergency evacuation plan for each venue and who must approve it?

Accessibility & ADA Compliance

- What standards or documentation apply for ensuring ADA accessibility across all venues?
- Are interpreters, captioning services, accessible seating, or additional accommodations required or recommended?
- What is the process for submitting accommodation requests through the university?
- Are service animals allowed in all event spaces? Are emotional-support animals treated differently?

Branding, Communication & Marketing

- Are there restrictions around branding, signage, logos, or the use of the University's marks?
- Are there placement restrictions or approval requirements for directional signage, sponsor signage, or exhibit banners?
- What communication or disclaimers must be included in registration materials or outbound messaging?

Data Protection, FERPA, & Technology Rules

- Are there restrictions on collecting student data (emails, demographics, majors, etc.) through ANS systems?
- Does FERPA apply to any part of our registration or communication process?
- Are there university-required data protection or cybersecurity measures for using ANS's registration platform?
- Does the university have limits on the registration (or other) equipment brands that ANS will bring on-site (e.g., are there bans on Chinese-branded equipment)?
- Are exhibitors or vendors required to follow specific campus tech, Wi-Fi, or data security protocols?
- Is university Wi-Fi open to third-party vendors, or must special accounts be requested?

Contractors, Vendors & Exhibitors

- Are background checks required for external contractors working on campus?
- Are there vetting or approval requirements for vendors providing displays, tech equipment, or services?
- Are there rules governing load-in/load-out access, freight doors, or dock usage?
- Does the university require proof of insurance or "COI's" - Certificate of Insurance from any outside vendor or ANS?

Alcohol Service (Given Mixed-Age Attendance)

- What is the alcohol permitting process, and who is responsible for securing required permits?
- Are there university rules for events serving alcohol when attendees may be under 21?

- Are designated “wet” vs. “dry” areas required?
- Must alcohol-serving spaces be physically separated or monitored?
- Who is responsible for ID verification?
- Are TABC-certified bartenders mandatory?
- What forms of ID are acceptable for verification?
- Are wristbands, stamps, or other identification systems allowed or restricted?
- Are additional security personnel required?
- What signage is required related to alcohol service?
- Are students allowed to work or volunteer in areas where alcohol is served?

Food Service & Catering

- Are there rules regarding outdoor food service, temporary food setups, or catered events?
- Are there restrictions on outside food vendors, food trucks, or branded food activations?
- Must caterers be university-approved vendors?

University Coordination Requirements

- Are there oversight requirements requiring a designated faculty advisor or campus sponsor?
- Are there required planning meetings with campus risk management, environmental health and safety, or student affairs?
- Are there specific event review or approval workflows we must follow? (e.g., forms, timelines)
- Are we required to submit run-of-show documents, schedules, or production plans for approval?

7 Appendix B – Sample Budget Template

See the resources on the SSC website for the Excel template.

Name of Conference: ANS Student Conference [INSERT YEAR] ANS Contact: Chloe Martin, Conferences Specialist cmartin@ans.org							
Date of Conference: [INSERT DATE]							
Location: City, State, Hotel [INSERT UNIVERSITY LOCATION]							
Date Budget Created: [INSERT DATE] target [X] students; [X] professionals = 900 total				Budget Approval:			
REVENUE	Code	Pricing	Quantity	Total	Final Quantity	Final Total	Notes
Student Early		50		0			
Student Priority		100		0			
Student Onsite		200		0			
Student Non-Member Early		100		0			
Student Non-Member Priority		200		0			
Student Non-Member Onsite		400		0			
Professional Member Early	4170	550		0			
Professional Member Priority		600		0			
Professional Member Onsite		700		0			
Professional Non Member Early		600		0			
Professional Non Member Priority		650		0			
Professional Non Member Onsite		700		0			
One-day Professional Member		350		0			
One-day Professional Non-Member		450		0			
Comp Sponsorship/Exhibits		0		0			included in sponsor level pricing
Comp Speakers		0		0			
Guests							
Attendee Total			0				
Tour Tickets:	4170			0			
Other: Guest Thursday Reception		0		0			
Other: Guest Friday Dinner		0		0			
Other: Guest Awards Banquet		0		0			
Other: Workshop				0			
TOTAL REGISTRATION				0			
	Code	Amount	Quantity	Total	Final Quantity	Final Total	
Sponsorships	4210						
Exhibits	4175						
Conference revenue	4180						
Total Other Registration				0			
Revenue Total				0			

EXPENSES	Code	Amount	Quantity	Total	Final Quantity	Final Total	NOTES
Administration							
Advertising & Marketing							
On-Site Non-Staff Travel	7000						
On-Site Staff Travel	7001		2	5000			(2) ANS Staff on-site, including airfare, hotel, meals not provided at conference, misc.
Staff Labor	9100			40000			
Registration Processing	6357		6	0			
Event Licensing	6357		1	1,000			
Sub-Total				46,000			
Food and Beverage							
	Code	# people or days	Cost per person or day	Total	Final Quantity	Final Total	
Thursday Evening Event	6355	0	0	0			
Friday Evening Event		0	0	0			
Saturday Evening Event		0	0	0			
Breakfasts (x2 - Friday & Saturday)		0	0	0			
Coffee Breaks - AM (x2 - Friday & Saturday)		0	0	0			
Coffee Breaks - PM (x1 - Friday)		0	0	0			
Lunches (x2 - Friday & Saturday)		0	0	0			
Other				0			
Sub-Total				0			
Contracted Services							
	Code	Amount	Quantity	Total	Final Quantity	Final Total	Contracted F&B minimum: \$
Audio Visual	6352	0		0			
Posters Boards	6354	0		0			Poster Setup
Signs and Banners	6550	0		0			for session signs, tour signs, dinner signs, directional signs, & sponsorship banners
Electrical	6358						
Wi-Fi/Internet	6358	0		0			is the wifi use free of charge?
University Security							
University Meeting Space Technical Session Rental	6360			0			
Friday Rental Space				0			
Saturday Rental Space				0			
Ground Transportation	6356			0			
Technical Tours Transportation	6365	0	0	0			Offsite Event Transportation
Mobile App	6370	3000		3000			
Shipping Charges	6800	1000		1000			
Sub-Total				4000			
Other Expenses							
	Code	Amount	Quantity	Total	Final Quantity	Final Total	
Awards & Prizes	6851	0		0			
Conference Swag Items	6851	0	0	0			volunteer shirts, conference bags, sponsorship swag, etc - if not sponsored and other event supplies
Ribbons, Lanyards, Badge Stock and Badges	6851	0		0			
Credit Card Services & Fees	6050	3.50%		0			
Contingency							
Other:							
Sub-Total				0			
TOTAL EXPENSES				50,000			

Contingency			10%	5,000			
Total Conference Revenue				0			
Total Conference Expenses				55,000			
Total Excess				-55,000			
Total				-55,000			
Per person cost				#DIV/0!			
ANS Host University Chapter NET				25000			
Remaining Revenue:				-80,000			
Host Institution			33%	-26,400			
ANS Student Travel Fund			33%	-26,400			
ANS National			33%	-26,400			