



Regional Student Conference Planners' Guide

Updated December 2011

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APPENDIX

For the most up-to-date information visit:

<http://www.aiche.org/Students/Conferences/regionalconferences.aspx>

If you have any questions please contact Michelle Marsnick at micma@aiiche.org or at 646-495-1364.

I. The Purpose of the Regional Student Conference

AICHE's regional student conferences offer students the opportunity to network with professionals from industry and academia, explore potential career paths, and expand their knowledge of the chemical engineering field. Attendees meet other students from their region to share experiences and exchange ideas on how to run successful AIChE student chapters. Students present cutting-edge research in the Regional Student Paper Competition and compete at the Regional Chem-E-Car Competition. The conferences also allow host school students to develop and demonstrate organizational and leadership abilities.

Selecting A Host School

The Selection Process

AICHE has nine student regions across the country: Mid-America, Mid-Atlantic, Northeast, North Central, Pacific Northwest, Rocky Mountain, Southern, Southwest, and Western. An interactive map displaying the regions with contact information for each chapter can be found online at:

<https://www.aiche.org/apps/students/chapters/index.asp>

Every spring, an AIChE student chapter from each region is selected to host a regional student conference. In some regions, a set rotation schedule has already been established. In other

regions, student chapters bid to host the conference. If possible host schools should be chosen two years in advance and there should always be a back up host school.

Business Meeting

In regions with no set rotation schedule, the current host school must solicit bids from other schools in the region to host next year's conference. The Regional Liaison reviews the bids and selects a site based on the timeliness of the bid and the readiness of the student chapter to host the conference. In regions where there is a set rotation, the host school must contact the future host to confirm they are prepared and willing to assume the responsibilities for the following year. If the future host is unable to assume this responsibility, contact AIChE immediately at studentchapters@aiiche.org. The future host should be kept closely informed of and participate in the current conference planning process. Each region must devise a mechanism to ensure the continuity of future conference hosts. AIChE and the Student Chapters Committee officers will work with regions to help establish a formal plan. Whether a region uses a rotation or a bidding process, the selection must be confirmed at a business meeting during the conference, coordinated by the current host school.

II. Host School Responsibilities

The host school is responsible for overall conference planning and implementation. AIChE offers advice and support as needed, but does not take part in day-to-day conference coordination.

As conference host, your student chapter is responsible for:

- ◆ **Selecting the date and location of the conference.** Make an effort to accommodate the schools in the region, taking into account exam schedules and spring breaks. Poll regional schools to select the optimal date for your conference. Be sure to invite all the schools assigned to the region.
- ◆ **Conference Programming.** This includes: **1)** securing speakers, workshop leaders, Regional Student Paper Competition and Regional Chem-E-Car Poster Competition judges; **2)** arranging social activities; **3)** scheduling a regional business meeting where future hosts are briefed or selected, and; **4)** coordinating with AIChE a time to address the attendees as well as a table for information.
- ◆ **Promotion.** This includes all invitations, mailings, registration, and housing for other schools in the region. Also includes establishing a conference website, linked with AIChE's student website:
<http://www.aiche.org/Students/Conferences/regionalconferences.aspx>
- ◆ **Collaborate with national Chem-E-Car Competition administrators to enforce safety policies.** These topics are

addressed in a separate set of *Guidelines for Chem-E-Car Competition Organizers*. The guidelines are available at: <http://www.aiche.org/Students/Conferences/regionalconferences.aspx>

- ◆ **Registration.** This includes ensuring that registration forms are included in all mailings and posted on the conference website whenever possible. Also arranging for volunteers to assist with onsite registration.
- ◆ **Fundraising and budgets.** (See pages 6, 14-16)
- ◆ Organizing the Regional Student Paper Competition and the Regional Chem-E-Car Competition events.
- ◆ Briefing next year's host school on its responsibilities.
- ◆ Filing conference summary report with AIChE.

Regional Student Conferences Online

Though not a requirement, some host schools develop their own Regional Student Conference website to promote the conference. This site should contain all housing and registration forms, a complete agenda, a map of the school, and other pertinent information. Distribute the URL to all student chapter advisors, presidents and liaisons in the region, and be sure to contact AIChE to have this site linked to AIChE's student website.

III. Supporting the Regional Student Conference

The host school is not alone in the planning process. AIChE provides general support and guidance throughout the process. Host schools are encouraged to contact the following AIChE resources with questions, ideas, or concerns.

AIChE Headquarters

The Volunteer and Membership Activities Department is your primary contact at AIChE. In addition to answering your questions about the planning process, they will provide:

- ◆ A Regional Student Conference website to help promote all regional conferences, including up to date competition rules and information.
<http://www.aiche.org/Students/Conferences/regionalconferences.aspx>
- ◆ Advice on how to contact chapter advisors and chapter presidents in the region.
- ◆ Information about AIChE local professional sections in the region. These AIChE members and leaders are a potential source of fundraising contacts, as well as potential competition judges.
- ◆ Prize money for the Regional Student Paper Competition (\$350), Regional Chem-E-Car Competition (\$300) and the ScaleUp sponsor contribution (\$2000) will be mailed to the host chapter contact prior to the conference. In order to process this check, the following information needs to be submitted to studentchapters@aiiche.org, 2-3 months prior to the conference:
 - Name/organization to which the check should be made payable
 - Address to which the check should be sent
 - University Tax ID #
 - If a check should be sent to the attention of a certain individual, please include this information.
- ◆ Additional background information and guidance as necessary - including sample agendas, sample summary reports, and more.

Stay in close contact with the Volunteer and Membership Activities Department throughout the planning process: studentchapters@aiiche.org. AIChE staff can be the source of insight and guidance through many stages of conference planning. In addition, a regional or national AIChE representative or a Student Chapters Committee member will try to attend your conference to answer questions about student membership, student chapter activities, and AIChE in general. He or she will bring AIChE literature for distribution to conference attendees, and will need a table to display materials. Please reserve 20

minutes during a formal gathering for this person to welcome the attendees and discuss AIChE student benefits and programs.

AIChE Local Professional Sections

AIChE has over 110 local professional sections across the country. Contact local section leaders for financial support and to invite them to serve as speakers and competition judges. They should also be invited to attend any student/industry mixer. These are some of the most active chemical engineering professionals in the field, and they can share their experiences as both AIChE members and chemical engineers. Local section officers are also a great networking resource for student members.

Regional Liaisons

Regional Liaisons promote communication between student chapters, students, and AIChE headquarters. They also provide assistance in all aspects of the regional student conferences. Your Regional Liaison is a great resource to use. Make sure you take advantage of this relationship and reach out to your Regional Liaison. The names of current Regional Liaisons can be found on AIChE's Regional Conference Web page, among the listing of conference contacts:

<http://www.aiche.org/Students/Conferences/regionalconferences.aspx>

Executive Student Committee Regional Liaisons

The AIChE Executive Student Committee (ESC) is composed of 18 Regional Liaisons, 2 from each of the 9 regions, charged with the mission of expanding communications between student chapters, serving as a resource for those chapters in need and promoting a stronger relationship with the national AIChE organization. Work with these liaisons to spread the word about your conference. The ESC liaisons can be found at: <http://www.aiche.org/students/esc.aspx>.

Young Professionals Advisory Board (YPAB)

This group of active, young AIChE members is dedicated to helping new chemical engineers -- both recent graduates and those still in school -- to make a connection with the chemical engineering community through AIChE programs and opportunities. The YPAB visits AIChE student chapters, participates in local professional section activities, and has an online presence -- providing career ideas and advice, leadership development opportunities, and social and networking activities. Learn more at:

<http://www.aiche.org/ypab>

IV. Standard Components of a Regional Conference

Every regional student conference is unique and has no set length. Most run from one to three days, depending on the proximity of other schools in the regional and the ambitions of the host school. Though events like the Regional Paper Competition and Chem-E-Car Competition are held at all regionals, there is no set agenda. (See the Appendix for sample agendas.) There are, however, standard components that all regional student conferences should incorporate.

Opening Mixer or Ice-Breaker

This is a great way to establish a friendly tone and welcome visiting students and advisors. The mixer does not have to be elaborate or expensive to be successful. A key objective is to have the students from one school interact with students from other schools. Try a competition or mixer game.

For example one year the icebreaker was "hands-on." Each table received a bag of "common household items" including styrofoam cups, paper clips, straws, and pipe cleaners and were asked to assemble a "piece of chemical engineering equipment." The actual design took a back seat in the judging to the student's presentation on the applications of their equipment. Again these were done with mixed teams of students from different universities.

The opening mixer is also a good time to invite sponsor company representatives, professors, and AIChE local professional section leaders --anyone who contributed to the conference. **A company or an AIChE local section is often able to provide give away items or sponsor food, drink, or entertainment for the mixer.**

Regional Student Paper Competition

The Regional Student Paper Competition is a highlight of the conference. First Prize winners from each region are invited to compete at the National Student Conference in the fall. (See page 17-18)

Regional Chem-E-Car Competition

AIChE's Regional and National Chem-E-Car Competitions were inaugurated in 1999, and have grown in scale and popularity each year since. For more information, see page 19.

A complete set of rules for competitors and planners, as well as guidelines for Competition hosts, can be found on the AIChE regional conference Web:

<http://www.aiche.org/Students/Conferences/regionalconferences.aspx>

Chem E Jeopardy

In the spring of 2009, the North Central Regional Conference held Chem E Jeopardy where university teams competed for the first place Jeopardy title. Questions were constructed by the regional host for three rounds and a final Jeopardy. Topics included General Chemistry, Math Humor, Information on

participating schools, Pop Culture, AIChE, etc. This is a good activity to engage attendees that are not participating in the Paper and Chem-E-Car Competition and should be considered in your conference planning. At the 2012 National Student Conference, AIChE will have a National Chem E Jeopardy competition for university teams who win first place at the regional conferences. Chem E Jeopardy does not require a large budget. Prizes can be a simple certificate or can be a prize your university or sponsor donates. (See page 19-20)

Speakers, Panels, and Workshops

Professionals from industry, recent graduates, professors, or AIChE local professional section members can host workshops, deliver keynote addresses, or participate in panel discussions. Popular workshops often cover career development skills, including interviewing techniques and résumés. Panel discussions can include the changing role of chemical engineers, environmental regulations, graduate school, and life after college, employment trends, emerging technologies and careers, time management, and leadership qualities. **A contingency plan should be in place if a speaker cancels.**

Welcome Address from AIChE Representative (if available)

A representative from AIChE, the YPAB, or the Student Chapters Committee can sometimes be scheduled to attend regional conferences. This person will often present a brief address to the attendees at a designated public gathering. Ideally this should be scheduled during a welcome banquet or reception early in the conference. Hosts should allow twenty minutes for this presentation.

Banquet

A formal breakfast, lunch, or dinner should be scheduled with guest speakers and the award presentation for the Regional Student Paper Competition and the Chem-E-Car Competition. Corporate sponsors should be invited and publicly acknowledged.

Tours

Plant or university lab tours are a popular component of most regional student conferences. Sightseeing trips or tours of local science museums and theme parks are also a fun networking opportunity.

Meeting with Next Year's Host

In regions where there is no set rotation of conference hosts, it is important to schedule time for prospective hosts to bid for the next regional student conference. This is an opportunity for the host school to debrief and give advice to the future host. If there is a set rotation schedule, current hosts should meet and discuss next steps to transfer information and knowledge to next year's host. If there is any business relating to the region, this is the appropriate time for discussion.

V. Optional Conference Components

These events are not held at every conference, but you might consider doing one or more of them.

Student Chapter Officers' Forum

Student chapter officers from visiting schools can meet to share ideas for planning activities, raising funds, and recruiting new members.

Student/Industry Mixer

Many companies generously donate their time and money to make regional student conferences a success. To show your appreciation, some regions invite corporate representatives to a special event where they can distribute literature and talk with conference attendees.

Career Fair

Some regions arrange a Career Fair with exhibits and representatives from graduate schools and industry, including

conference sponsors. This provides further recognition for the sponsors and allows students to explore the next step in their professional development.

It's not necessary to have many companies or graduate schools participate. Students appreciate any opportunity to interact with potential employers or graduate schools. Sometimes smaller venues provide more personal contact.

Closing Social Event

Some regional student conferences conclude with an event or party arranged at the main meeting site. Conference organizers should take into account attendance, timing, budgeting, and cultural factors before planning such an event. Groups of visiting students often prefer to do their own thing, such as touring the city or simply enjoying the atmosphere of a new college town. You can arrange a group event, like a night at a comedy club, for anyone who is interested. This way, attendees have a choice and can pay their own way.

VI. Organizing the Conference

The idea of hosting a conference might seem daunting at first, but following a few simple guidelines should make the process go more smoothly.

Here are the tasks to take on first to establish a firm foundation for meeting preparation.

- ◆ Select your Planning Committee members. For the more important roles, select members with proven responsibility and leadership qualities. Use underclassmen as assistants to help them develop their organizational skills.
- ◆ Set goals and a tentative agenda. Be sure the goals are clear and specific to avoid confusion at the conference.
- ◆ Involve the student chapter advisor early. Invite the advisor to all planning meetings. Help the Advisor to take a positive and active role in the conference.

Select the Date

with any campus housing or university-run hotels. These sites usually provide inexpensive and convenient accommodations for campus events.

If no campus housing exists, solicit bids from several local hotels for room rates and meeting space prices. Once the site is selected, reserve a room block far in advance, using a conservative estimate based on recent attendance trends. **Keep all the schools in the region updated on housing deadlines, and send several**

When selecting a date, ask for feedback from other schools in the region. Try not to conflict with spring breaks or exam schedules. When the date is set, forward this information immediately to AIChE headquarters staff: studentchapters@aiiche.org as well as to regional liaisons, student chapter advisors and presidents in the region. Each region's student chapter president and advisor information can be found at: <http://www.aiiche.org/apps/students/chapters/index.asp>. Since there are a few review stages prior to each regional Chem-E-Car Competition, it is strongly advised NOT to hold the regional conference prior to March 1st as this does not allow ample time for setup and review after university winter breaks.

Fundraising

START EARLY!!! For guidance, see page 6, 14-16.

Accommodations

Once the date of the conference has been selected, the next step is to secure housing accommodations for the attendees. First, check

reminders as the deadline approaches. Compile a list of inexpensive overflow hotels near the conference site for groups that miss the housing deadline or who are closed out of the main hotel. (Remember that hotels in college towns are frequently booked during the spring, so it is important to start early.)

For smaller meetings, compile a list of hotels or dormitories in the area to suggest to participants.

Finance

It is suggested to set up a checking account exclusively for the conference. This should be separate from the Student Chapter's established bank account.

In many regions, the current host school will provide "seed money" for next year's host, so make sure reach out to the appropriate contact. Always get a list of the donors from the previous years so you know where to start and in some limited cases the local sections may provide financial support.

Based on the estimated hotel and meeting space costs, set a budget. Keep in mind that total contributions for regional hosts have varied from less than \$2,000 to more than \$30,000.

Regional Student Paper Competition

Regional Student Paper Competition guidelines can be found at: <http://www.aiche.org/Students/Conferences/papercompetition.aspx>

Questions should be directed well in advance of the competition to studentchapters@aiiche.org.

Send "Call for Abstracts" to all schools in the region, including competition guidelines, judging criteria (see APPENDIX) and the submission deadline. Judges can be recruited from AIChE local professional sections, local companies, and alumni employed in the area. Past regional paper winners are often happy to return as judges. Your professors may also recommend qualified engineers in area industry. Supply judges with paper competition judging guidelines well in advance, including the specific time, date, and location of the competition. Avoid having more than one judge from a particular school. Judges from AIChE local sections and industry prevents the appearance of favoritism.

Each host school is responsible for recruiting Regional Student Paper Competition judges. The number of judges varies (can range from 3-8) based on the amount of papers submitted. In some regions where the amount of papers submitted is too large for one session, papers are presented in two concurrent sessions. In this case a different panel of judges needs to be recruited for each session.

Regional Chem-E-Car Competition

AIChE Chem-E-Car competition rules can be found at: <http://www.aiche.org/Students/Conferences/chemecar.aspx>

Send "Call for Entries" to all schools in the region, including competition rules, judging criteria (see APPENDIX) and the submission deadline. Make sure the host schools Chem-E-Car website links to AIChE's Chem-E-Car website page so that all contestants can get full details on safety training and EDP submission.

AIChE's page will be updated frequently with teams that are eligible to compete and team members who have successfully completed the safety training. The host school should seek out Chem-E-Car judges well in advance of the competition. At least one of the judges should have worked on a previous Chem-E-Car competition at the regional or national level.

There are two portions of the regional Chem-E-Car Competition: 1) Chem-E-Car Poster Session 2) Chem-E-Car Distance or Performance Competition. Each requires their own panel of reviewers. In some cases the judges from the poster competition will help as safety reviewers for the performance competition.

Chem-E-Car Poster Competition

- ◆ Each host school is responsible for recruiting Chem-E-Car Poster Session judges. Potential judges are AIChE local professional sections, local companies, and alumni employed in the area. Professors may also recommend qualified engineers in area industry.
- ◆ Supply poster judges with judging guidelines well in advance, including specific time, date, and location of the competition.

Chem-E-Car Distance or Performance Competition

The National Chem-E-Car Committee, with the help and recommendations from the regional liaison and host school, will recruit safety reviewers for each region's Chem-E-Car performance competition.

The AIChE National Chem-E-Car Committee requires each regional conference host school to identify a non-student faculty member or other professional to serve as Chem-E-Car safety coordinator for the regional student competition. This person may be the student chapter advisor, a ChE department faculty member, a department/university safety coordinator already assisting with regional conference planning, etc. The person must be committed to doing some advance planning for the regional Chem-E-Car Competition, and must be available onsite at the conference to supervise Chem-E-Car safety and other Car Competition activities.

In the weeks leading up to the conference, the Chem-E-Car Committee will communicate by phone and e-mail with the designated faculty safety representative to provide detailed instructions and advice about competition set-up, car preparation area management, safe handling of chemicals, and more.

Chem E Jeopardy

Questions should be directed well in advance of the competition to studentchapters@aiiche.org. Rules and Instructions can be found on pages 19-20.

Attendance

Once the date of the conference is selected, send the first "Save-the-Date" letter or e-mail to all student chapter advisors and presidents in the region, the region's liaison, the Executive Student Committee liaison and AIChE national (studentchapters@aiiche.org) informing them of the date of the conference. Include the date and time for the Regional Student Paper Competition and the Regional Chem-E-Car Competition, including deadline for abstracts. Encourage schools to begin preparations, particularly if they need to raise funds for registration fees or housing costs.

VII. Conference Timetable

10 - 12 Months Before the Conference

(Previous spring)

- ◆ Select Conference Chair.
- ◆ Form Committees. Choose Committee Chairs.
- ◆ Set clear goals for each committee, using the guidelines in this handbook as a starting point.
- ◆ Select conference theme and dates. Inform AIChE headquarters: studentchapters@aiche.org
- ◆ Set goals.
- ◆ Begin fundraising EARLY by sending fundraising letters to company Contribution Administrators.
- ◆ Contact area AIChE local sections for assistance.
- ◆ Develop budget.
- ◆ Develop tentative agenda.
- ◆ Review guidelines and rules for the Regional Student Paper Competition, the Regional Chem-E-Car Competition and Jeopardy.
- ◆ Establish checking account exclusively for the conference.
- ◆ As soon as the date is established, send initial "Save the Date" correspondence to all the schools in the region.
- ◆ Request previous Host Chapter Summary Reports to assist you with budgets, sponsorship, etc.

5 - 6 Months Before Conference

- ◆ Contact hotels for bids, if necessary.
- ◆ Send first follow-up letter to schools, including tentative agenda.
- ◆ Create a website.
- ◆ Send "Call For Entries" for the Regional Chem-E-Car Competition and the Regional Student Paper Competition and Jeopardy.
- ◆ Make contact with future conference hosts to ensure regional student conference continuity.

4 Months Before Conference

- ◆ Invite potential speakers.
- ◆ Arrange plant tours from local industry.
- ◆ Select host hotel.

3-4 Months Before Conference

- ◆ Confirm speakers in writing.
- ◆ Locate and confirm judges for Regional Student Paper Competition, Regional Chem-E-Car Poster Competition and Jeopardy.
- ◆ Plan social events.
- ◆ Reserve function space.
- ◆ Contact university for use of vans, if necessary.
- ◆ Send follow-up notice to schools, including final agenda, registration forms, and other pertinent information.
- ◆ Advertise competitions. Include entry forms, call for abstracts, competition guidelines, and judging worksheet. Follow-up with phone calls.
- ◆ Confirm plant tour location.
- ◆ Revise budget as necessary.

8 Weeks Before Conference

- ◆ Send formal invitation letter to schools. It should contain final agenda, registration information, maps, reminder about Regional Student Paper Competition, Regional Chem-E-Car Competition and Jeopardy, conference website URL, and other pertinent information.
- ◆ Place follow-up phone calls to schools who have not responded.
- ◆ Invite sponsors to student-industry mixer.
- ◆ Develop signs for sessions and functions. Use maps of the facility and campus to help guests navigate.
- ◆ In regions where there is no set rotation of conference hosts, mail a follow-up letter to encourage prospective hosts to prepare their bids for the regional business meeting
- ◆ Request prize and ScaleUp sponsor money from AIChE

4 Weeks Before Conference

- ◆ Send confirmation to pre-registered schools.
- ◆ Follow-up with all schools that have not responded. This avoids an influx of onsite registrations.
- ◆ Invite host school faculty and students.
- ◆ Receive from AIChE prize money for Regional Student Paper Competition and Regional Chem-E-Car Competition.

- ◆ Finalize plant tour details and costs.
- ◆ Finalize function details.
- ◆ Finalize details for Regional Student Paper Competition, Regional Chem-E-Car Competition and Jeopardy details.
- ◆ Print conference program, including Paper Competition abstracts.
- ◆ Send letters and maps to speakers and judges.
- ◆ Arrange for audiovisual equipment.
- ◆ Contact local media. Announce conference and pitch feature story. Follow-up with phone call.
- ◆ Determine supply needs (name tags, pens, etc.) and purchase them.

2 Weeks Before Conference

- ◆ Meet with Student Chapter members to assign volunteer duties. General volunteers and committee chairs should plan to be on-call.
- ◆ Plan registration table set-up. Do you have all the materials you'll need?
- ◆ Review logistics and physical set-up of events.
- ◆ Assign and schedule van drivers, if needed.
- ◆ Assign and schedule group leaders for tours.
- ◆ Assign VIP greeters to meet speakers, sponsors, etc.
- ◆ Assign liaisons to visiting schools, as needed.

Week of Conference

- ◆ Schedule final planning meeting and review all details, including volunteer responsibilities.
- ◆ Phone speakers personally for final confirmation.
- ◆ Give final estimates for social events and banquets to hotel or caterers. Arrange timeline for final guarantees.
- ◆ Finalize hotel registration plans, if necessary.
- ◆ Print agendas and other registration materials.
- ◆ Assemble registration packets and prepare nametags.
- ◆ Meet with hotel banquet/university staff and audiovisual staff to review all event details.
- ◆ Finalize onsite schedule for distribution to all attendees. This should include latest schedule of events, location, speakers (with titles), transportation details, etc.

VIII. Conference Planning Committee - Responsibilities

There's plenty of work to go around. Plan for each of the following committees to have a leader, plus as many assistants as possible. Committee leaders do not have to be Student Chapter officers. This is a good opportunity for underclassmen to take part in the conference. Committee leaders should be clear and direct in their instructions to avoid confusion.

The size and scope of the planning team will vary from school to school. The positions and responsibilities listed below show a suggested division of labor. Use this model as a guide. If necessary, assign multiple responsibilities to members of a smaller group.

Conference Chair

- ◆ Acts as overall coordinator and conference manager
- ◆ Maintains close contact with AIChE
- ◆ Supervises the other conference committees, meeting with committee leaders and student volunteers regularly to ensure that timely progress is being made
- ◆ Schedules speakers
- ◆ Keeps the student chapter advisor and department head updated on the progress. (If your student chapter advisor is not actively supporting the conference, you should take the initiative to involve the advisor.)
- ◆ Enlists the support of the chapter advisor, the Dean, the department, local industry, and other student organizations
- ◆ Issues a call to regional schools soliciting future regional student conference hosts. In regions where there is a set rotation policy, the conference chair makes early contact with the following year's host to keep the students briefed on the current planning process
- ◆ Involves as many people as possible
- ◆ Encourages strong committee support. Don't try to do it all yourself!
- ◆ Updates the Regional Liaison regularly

Working with Volunteers

- ◆ Assign your committee chairs early. Have the members commit in writing to be responsible for assigned tasks.
 - ◆ As the conference approaches, assign the most active student members to committees. Find as many as possible.
 - ◆ Hold regular meetings of all conference committee chairs to assess progress. Follow-up with your committee volunteers weekly during the early stages of conference preparation, then more frequently as the conference approaches.
 - ◆ Prepare a "work schedule" for all on-site volunteer assignments. Have volunteers commit in writing to "work the conference" at specific events and times.
 - ◆ Schedule plenty of student volunteers. The more ambitious the conference, the more on-site volunteers you'll need.
 - ◆ Try to assign volunteer duties according to volunteers' skills and interests. For example, choose a student with business interests to handle fundraising or finance.
-

Fundraising Chair

- ◆ Obtains list of AIChE local sections in the region from AIChE website: <http://www.aiche.org/LocalSections/Find/index.aspx>
- ◆ Requests previous Conference Summary Reports for past sponsors and contacts
- ◆ Send fundraising letters to local businesses, corporations, local sections, and potential sponsors. Fundraising letters should be sent as far in advance as possible. (Remember that companies may not have available funds in their budget if you ask at the last minute. If you ask months earlier, you are more likely to be successful in receiving their support.)
- ◆ Makes persistent follow-up contact with sponsors through phone calls and letters.
- ◆ Contact regionally employed alumni about fundraising contributions from their companies
- ◆ Looks for local business sponsorship for meals and giveaways (i.e., bulk discounts from pizza parlors, bagel bakeries, sandwich shops, etc.)

Working With Sponsors

- ◆ Don't be afraid to ask local section leaders to recommend companies that might be good funding sources.
- ◆ Make sure to publicly announce and prominently display logos of sponsors that have contributed financial and other support to your conference.
- ◆ Invite representatives from sponsor companies to attend the mixer and the banquet. Thank them publicly and present a gift or conference souvenir.

- ◆ Send your thank you letters promptly

Finance Chair

- ◆ Establishes a separate checking account exclusively for the regional student conference (Do not use the Student Chapter bank account)
 - ◆ Manages all deposits and withdrawals
 - ◆ Processes registrations
 - ◆ Forwards any remaining balance after the conference to the future host
-

Regional Student Paper Competition Chair

(This person is NOT a participant in the competition.)

- ◆ Recruits judges
 - ◆ Distributes both competition rules and judging criteria to participants and judges well in advance of the Regional Conference
 - ◆ Schedules the presentations
 - ◆ Works with On-Site Logistics Chair to book presentation rooms
 - ◆ Arranges room set up and audiovisual equipment rentals
-

Regional Chem-E-Car Competition Chair

(This person is NOT a participant in the competition.)

- ◆ Assists in recruitment of judges
 - ◆ Distributes both competition rules and judging criteria to participants and judges well in advance of the conference
 - ◆ Schedules the presentations
 - ◆ Works with On-Site Logistics Chair and Chem-E-Car Faculty Safety Rep to book presentation rooms and arrange room set-ups
 - ◆ Works with Publicity Chair to arrange for press coverage of the event
-

Chem-E-Car Jeopardy Chair

(This person is NOT a participant in the competition.)

- ◆ Assists in recruitment of judges
 - ◆ Distributes both competition rules and judging criteria to participants and judges well in advance of the conference
 - ◆ Works with On-Site Logistics Chair to book rooms and arrange room set-ups
 - ◆ Arranges room set up and audiovisual equipment rentals
-

Attendance Chair

- ◆ Obtains list of student chapters in the region from AIChE
- ◆ Sends "Save-the-Date" notices, invitations, and letters to each student chapter advisor and president in the region
- ◆ Even if all details are not set, send teasers with additional updates as necessary
- ◆ Provides campus and region maps with pre-registration and registration materials
- ◆ Coordinates calling efforts to colleges and universities to follow-up on invitation letters
- ◆ Follows up on unanswered invitations within two weeks by telephone and by letter, and follow-up as needed
- ◆ Sends a confirmation letter with updated program information to registrants
- ◆ Coordinates volunteers at on-site registration. Have several chapter volunteers staff the sign-in table at all times to greet attendees, distribute materials, and answer questions
- ◆ Prepares name badges for all. These should prominently show the attendee's first name or nickname

Tips

- ◆ Be prepared for last minute additions to your pre-registration list and for students to simply show up unannounced
 - ◆ On registration day, there tends to be two waves of arrivals: those who arrive early and those who arrive at dinnertime or later (after registration hours). Expect late arrivals.
-

Activity Chair

- ◆ Plans tours, ice breaker, and other social events
- ◆ Ensures that events are FUN
- ◆ Arranges food and beverages
- ◆ Provides guests with several free-time options
- ◆ Considers a cultural theme that pertains to the region of the country
- ◆ Provides campus and region maps with pre-registration and registration materials
- ◆ Checks with local Chamber of Commerce for hotels and interesting locations for social events
- ◆ Gives gifts and souvenirs to both volunteers and attendees, such as coffee mugs or t-shirts

Webmaster

It is recommended regional student conference hosts develop websites or social networking pages (i.e, Facebook) early in the planning process. This provides an alternative means of communicating with regional schools and may allow for online registrations.

Regional hosts that develop web sites should also provide traditional means of publicity and registration for chapters that are unable to receive and conduct transactions online. The Webmaster works directly with the Conference Chair, the Attendance Chair, and the Activity Director to ensure that all conference promotion is consistent.

Webmasters must contact AICHE to have their web sites approved and linked to AICHE's student web site. Contact studentchapters@aiche.org.

Banquet Chair

- ◆ Plans formal conference banquet, including the agenda of speakers, sponsor recognition, and the presentation of prize money to the competition winners.
- ◆ Oversees all other food functions at the conference.
- ◆ Works closely with On-Site Logistics Chair to book dining space and room set up.

Tip

Most hotels require a guarantee between 24-48 hours prior to the food function. If you guarantee fifty dinners, you must pay for fifty dinners, even if only 30 people show up. This position must work closely with the Attendance Chair during the pre-registration process to keep accurate counts of all food functions. If time permits, have sign up sheets at the onsite registration location to ensure the most up-to-date count.

Publicity Chair

- ◆ Publicizes the conference on campus
 - ◆ Invites local media to cover the Regional Chem-E-Car Competition
 - ◆ Informs AICHE headquarters of special events and highlights
 - ◆ Ensures adequate publicity and recognition for sponsors that have contributed financial and other support to your conference.(Onsite program, signage, conference web site, etc.)
 - ◆ Arranges the display of sponsor company logos
-

On-Site Logistics Chair

- ◆ Arranges a meeting with the hotel or university staff prior to the conference to review on-site logistics. Establishes a working relationship with hotel banquet staff/university staff.
- ◆ Works with on-site banquet and hotel staff to arrange meeting rooms, audiovisual equipment, and room setups.
- ◆ Supervises room and audiovisual equipment set up during the conference, ensuring that equipment is available and working.
- ◆ Follows-up throughout the conference to ensure that rooms are set up on time, and that all audiovisual equipment is working. Audiovisual set ups should be checked at least an hour before each event.
- ◆ Meets with the hotel banquet staff/university catering department the day before the conference to review all event needs.
- ◆ Works with Banquet Chair to increase/decrease all food event guarantees.

- ◆ Follows-up with banquet staff/university catering department continually during the conference.
 - ◆ Prepares and sets up detailed signs to help guests navigate around the meeting site.
 - ◆ Ensures that on-site traffic directions are clear. Simple maps and directions to events should be widely available.
-

Accommodations Chair

Larger Meetings

- ◆ Solicits bids and selects site based on space, cost, and discount room rate.
- ◆ Signs an agreement with the hotel early, reserving a block of rooms with a conservative estimate based on past participation trends.
- ◆ Makes reservations for participating students and Advisors
- ◆ Sends several reminder notices to schools in the region reminding them of the housing deadline. (Post this information on the conference web site if possible.)
- ◆ Compiles a list of several inexpensive overflow hotels near the main conference site for walk-ins and groups that miss the hotel deadline.

Smaller Meetings Without A Housing Budget

The Accommodations Chair compiles a list of hotels in the area or coordinates dormitory availability for groups that miss the housing deadline. Regions that plan to house all attendees at one hotel should sign an agreement with the hotel as early in advance as possible, reserving a block of rooms with a conservative attendance estimate based on past participation trends. Hotels in college towns are often booked solid in the spring months. Student groups that make conference reservations after the contracted housing deadline (when the hotel releases unclaimed rooms) may find no room at the hotel. That's why it's important to compile a list of several inexpensive overflow hotels near the main hotel site.

IX. On-Site Conference Management

Regional student conferences are fun. They're a great opportunity for students from all over the country to meet and celebrate their involvement in AIChE. They should be a combination of serious research and enjoyable social activities.

However, the host school should take a few simple steps to manage unexpected problems. No matter how well prepared the host school is, minor onsite incidents happen. Speakers are delayed, audiovisual equipment malfunctions, and other minor emergencies inevitably occur. Attendees usually enjoy the conference regardless of these minor mishaps. Majority of the time they are unaware that anything is wrong. Make sure there is a contingency plan in place if a judge or speaker has to cancel with little or no warning. Back up judges and speakers should always be readily available.

The most important thing is for the onsite staff to stay calm. Help is usually just a phone call away. A clear chain of command should be established prior to the conference for dealing with onsite logistical issues. For larger venues, walkie-talkies are recommended. Have a designated onsite contact with the hotel or campus housing for both food and audiovisual needs. The minute a problem arises, call them. Without extensive audiovisual background, don't try to repair expensive audiovisual equipment. This usually just lengthens the delay. The onsite contact is a

professional who can manage the problem quickly and efficiently. Use them whenever possible.

For smaller venues without onsite contacts, a student with extensive audiovisual background should be asked to remain "on standby" for the duration of the conference.

Damage or Disturbances

The host school is not legally responsible for any disruptions that may be caused by conference guests. You can see how the reasonable and unobtrusive measure of assigning a chapter advisor as official contact for each student guest room can save headaches for your chapter, AIChE, and the hotel or meeting venue.

The Accommodations Committee should work with the hotel staff to identify a "chaperone in absentia" for each student guest room - i.e. that group's student chapter advisor. Whether the advisor is attending the conference or not, the advisor's name and phone number should be provided to the hotel as an official contact for the appropriate student guest rooms, should any questions arise. Naturally, conference hosts will advise each chapter advisor in advance of their responsibility in this regard.

X. Sample Budget Format

A guide to help you set up your initial budget. Your line items may differ. Sample budgets are included in the Appendix.

INCOME:

| | |
|----------------------------------|-----------------|
| BALANCE FROM PREVIOUS CONFERENCE | \$ _____ |
| CORPORATE & OTHER SPONSORSHIP | \$ _____ |
| FEES CHARGED | \$ _____ |
| REGISTRATION | \$ _____ |
| HOUSING | \$ _____ |
| Total | \$ _____ |

EXPENSES:

| | | |
|--|-------|-----------------|
| AWARD MONEY (Other than that provided by AIChE) | _____ | \$ _____ |
| BANQUETS | _____ | \$ _____ |
| OTHER MEALS, CATERING | _____ | \$ _____ |
| HOUSING | _____ | \$ _____ |
| PROMOTION, POSTAGE | _____ | \$ _____ |
| SPECIAL TRANSPORTATION | _____ | \$ _____ |
| T-SHIRTS, MUGS, GIFTS | _____ | \$ _____ |
| SOCIAL ACTIVITIES | _____ | \$ _____ |
| EQUIPMENT RENTALS | _____ | \$ _____ |
| SUPPLIES | _____ | \$ _____ |
| PRINTING | _____ | \$ _____ |
| OTHER | _____ | \$ _____ |
| Total | | \$ _____ |
| Net Gains (Losses) | | \$ _____ |

XI. Fundraising Tips

START EARLY!

Fundraising is one of the most critical responsibilities of the planning team. Begin seeking funds as soon as possible. Persistence is key. Some general fundraising guidelines:

This is where starting early is most important. Most companies set their budgets six-to-twelve months in advance. The earlier they are contacted, the more flexibility they have in granting your request. Make sure you have included the anticipated attendance figures in your fundraising letter.

Always provide ample recognition of your sponsors. Include their logos on all programs and other appropriate handouts. Invite representatives to one of the functions and publicly thank them for their support.

Don't be shy. Asking for money is never easy, but project the attitude of a "win-win" situation. For their support, you are providing them with access to a potential new market-YOU! Students are tomorrow's professionals who may be working for these companies and providing them with key business opportunities. Be positive!

Don't be discouraged when companies say no. It's nothing personal. There are a million reasons why a company can't contribute. Usually it has nothing to do with the value of the conference or the work you've done. When you receive a rejection, **move on** to the next company and keep trying.

The Contact

Request the prior year's Conference Summary Report for a list of companies who have already supported the conference. This is always a good starting point for fundraising.

Always call a potential sponsor's general phone number to confirm the name, title, and correct spelling of the Contributions Administrator (a.k.a. "Charitable Giving Officer," "Community Relations Manager," "University Relations Director") before sending your fundraising letter. An incorrect spelling almost always leads to a rejection.

Using the contact information found on the AIChE website – <http://www.aiche.org/LocalSections/Find/index.aspx> - call the local section officers in your area. In addition to being a potential source of direct funding, many AIChE members work for companies that might be willing to contribute. Other sources for fundraising can be alumni, your department, your school of engineering, or even your student government.

Compile a list of potential sponsors and send your corporate sponsor fundraising letters now! Alumni and professors can help you identify funding contacts in local companies. AIChE local section officers may also be a source of corporate contacts. Once you know to whom your letter should be sent to, write it. (See sample fundraising letter, page 16) Give the contact two weeks to

respond, then follow-up with a phone call to introduce yourself and ask again for the company's support.

Apply for funds from your chemical engineering department and college student government. Include a tentative budget and agenda with your request letter.

Be creative. Don't restrict your fundraising to chemical companies. Local businesses of all kinds should be approached as well. They might not be able to give as much money as larger corporations, but every bit helps. Students keep these local companies alive with their business. Supporting the conference would be a great way to return the favor.

NOTE: AIChE National provides \$2000 to each regional host on behalf of its ScaleUp sponsors: BP, Chevron, Air Products, Dow, DuPont, Merck, and UOP. Since AIChE is providing funds on their behalf, it is recommended that these companies be recognized in some way at your conference (i.e. mentioning them at the awards banquet, in student conference program, etc.)

The Letter

- ◆ BE DIRECT. Make it clear that you are asking for a contribution in the first paragraph.
- ◆ BE CLEAR. Always ask for a specific amount of money in the letter (\$500 or \$1,000 are good amounts for this kind of conference). Do not say, "any amount you would be able to give would be greatly appreciated."
- ◆ BE BRIEF. Try to keep your letter to one page. A long letter probably won't be read.
- ◆ BE PROFESSIONAL. This letter initiates a business dealing, so be clear what the sponsor receives in return for their contribution.

The Follow-Up

Follow-up your letter with a phone call two weeks later. The conversation might start like this: "This is (name) from the (university) Student Chapter of the American Institute of Chemical Engineers. I sent you a letter recently about the Regional Student Conference we're hosting on (date), and I am calling to see if you've had a chance to consider our request."

Be assertive. If your request is still under consideration, refresh the contribution administrator's memory as to why your request is unique and worthy of funding. If your request has been denied, it is appropriate to ask why. This information can help you with future fundraising letters.

Above all, don't be shy. Many people are uncomfortable asking for money, but there is no reason to be. In most cases, you will be sending your fundraising appeal directly to the Contributions Administrator of a company. It is their job to give money to organizations like yours, and they expect fundraising letters.

XII. Sample Fundraising Letter

Date

Name

Address

Dear [NAME]:

The [UNIVERSITY NAME] Student Chapter of the American Institute of Chemical Engineers (AIChE) is proud to be the host of the 20XX AIChE [REGION] Regional Student Conference, to be held on [DATE]. I'm writing to ask for your support.

AIChE's Regional Student Conference is an annual event that attracts the best and brightest engineering students from colleges and universities across [REGION]. The goal of this event is to provide an opportunity for serious-minded students to come together to share their technical knowledge, compare notes on their university experiences and plans for the future, and meet with industry professionals. The highlights of the meeting are two exciting competitions: The Regional Student Paper Competition and the Regional Chem-E-Car Competition. Students from each visiting university prepare entries and the winners travel to AIChE's Annual Meeting to compete against the first place winners in AIChE's eight other regions for the top national prize. Attendees will also be invited to take part in plant and university tours.

Over ### students from (give brief list of university names) will be attending this conference. We will provide lodging, food, and local transportation for the visiting students. Based on past Regional Student Conference expenses and initial decisions with service providers, our budget is [\$]. A \$1,000 contribution from (name of company) would help us produce a top-notch event for these dedicated students.

As a sponsor of the event, [NAME OF COMPANY] would be recognized in the student program and your logo displayed in the registration area and main meeting room. A representative from your company will also be invited to attend the [EVENT] where they will be publicly recognized.

I hope you will join us for the conference and for a student-industry reception to be held on [DATE]. I look forward to hearing from you. If you would like to know more about the conference, please contact me at [PHONE # AND E MAIL].

Sincerely,

[Name]

Student Chapter President

XIII. Regional Student Paper Competition

One of the highlights of the conference is the Regional Student Paper Competition where undergraduate students present cutting-edge research. The subject of each paper is left entirely to the individual student. Presentations often focus on recent advances in some branch of chemical engineering, original research, or plant design. Participation in the Regional Student Paper Competition offers valuable, real-world experience for students. AIChE supplies the prize money for these competitions, though it can be augmented from other sources at the discretion of the host school.

In some cases local sections provide supplemental money for the paper contest. Check with either the liaison or last year's host to confirm.

General Rules

For the most up to date rules, see the AIChE Web:

<http://www.aiche.org/students/awards/regionalstudentpapercomp.aspx>

- 1) Each entry must be an undergraduate student and a member of one of the participating student chapters. Others may present, but cannot be considered for the top prize.
- 2) AIChE places no limit on the number of papers submitted for presentation by a participating student chapter. However, any restrictions on the number of papers placed by the host school due to time constraints, space restrictions, or any other factors must be clearly stated on the Call for Abstracts and must be fair and equitable.
- 3) Co-authorship of papers is permitted. However, only one person shall make the presentation at the Regional Student Paper Competition, and this person must have been substantially involved in the project or subject of the presented paper.
- 4) A panel of three or more chemical engineers (faculty, industry representative, or AIChE local section member) will judge paper presentations. The decision of these judges will be final.
- 5) At the National Paper Competition, time limits are generally 15 minutes for presentation and 3-5 minutes

for Q&A. A similar time limit should be enforced at the Regional Student Paper Competitions.

- 6) First Place receives a cash award of \$200, a one-year subscription to Chemical Engineering Progress magazine, and a certificate supplied in duplicate. (One copy to be retained by the winner's school.)
- 7) Second Place receives a cash award of \$100, a one-year subscription to Chemical Engineering Progress magazine, and a certificate supplied in duplicate. (One copy to be retained by the winner's school.)
- 8) Honorable Mention receives a cash award of \$50, a one-year subscription to Chemical Engineering Progress magazine, and a certificate supplied in duplicate. (One copy to be retained by the winner's school.) In the case of a tie, the money is divided equally among the entries.

National Student Paper Competition

Papers presented at the National Student Paper Competition, held each fall at the AIChE Annual Meeting, must conform to the following rules to be eligible for presentation and to qualify for a prize.

- 1) The presenter must be a First Place winner at a regional student conference held during the same calendar year as the Annual Meeting at which the paper is presented.
- 2) The presenter of the paper must have been an undergraduate at the time the paper was presented at a regional student conference.
- 3) Only one paper from each regional student conference shall be presented. In the case of a tie for First Place in a regional student conference, or if two First Places are awarded, the regional must select one paper to compete at the National Student Paper Competition.
- 4) Co-authorship of papers is permitted; however, only one person shall make the presentation at the National Student Paper Competition, and this person must have been substantially involved in the project or subject of the presented paper.
- 5) A panel of not less than three judges will judge the papers. The decision of the panel of judges will be final.

XIV. Organizing the Regional Student Paper Competition

For some regions, organizing the Regional Student Paper Competition is straightforward. A typical paper competition may average 8-12 papers presented consecutively or in two concurrent sessions of 4-6 papers each. For other regions, the paper competition may present scheduling concerns. The host school should consider:

- ◆ How many judges are available and for how many hours?
- ◆ How can the competition be completed in as few hours as possible?
- ◆ How far is the paper competition site from the hotel?
- ◆ How are students getting from the hotel to the paper competition?
- ◆ When and where is breakfast scheduled?
- ◆ If the competition continues into the afternoon, how will the lunch break be arranged?
- ◆ What activities are scheduled directly before and after the competition?

The answers to these questions will help determine the structure of your competition.

Scheduling the Papers

Each presenter should be allotted a total of 20 minutes approximately 15 minutes for the presentation and from 3-5 minutes for questions from the judges and audience. Another five minutes should be allowed for judges to complete their score sheets and for the next speaker to set-up their audiovisuals. Thus, a good turnover time for presentations is 25 minutes. See APPENDIX for sample judging score sheet.

1-8 Papers

For up to eight papers, there are two basic choices: (1) run a morning and afternoon session, or (2) run an extended morning session, paying close attention to time.

Morning and Afternoon Sessions

You can have a morning session (4-6 papers), break for lunch, then finish the presentations. This format allows you extra time if you run over in the morning, a break during the papers, and time for the judges to see all entries live.

Extended Morning Session

Can you start early (8:00 - 8:30 am)? Consider doing so. The competition could start at 8:00 or 9:00 am, end at lunchtime, then other activities such as workshops or plant tours could be scheduled for the afternoon. This format also allows judges to hear all entries live. Using the 20-25 minute time frame, an eight-paper presentation with a 20- minute refreshment break should run about 3 1/2 hours.

8 or More Papers

For conferences with more than eight papers, you will need to run concurrent sessions. In this case, have 3 judges per session with

4-6 papers each. Have the judges rank the papers in each session. For a final round, you have two choices: (1) have a "live" final round with all the judges present, or (2) have the judges watch the presentations of the first place winners on videotape. (This is the most common solution.)

Recommendations

- ◆ If possible, provide entries with access to the presentation room prior to the event.
- ◆ Make sure that audiovisual equipment is set up and working at least one hour prior to the event. Know the contact for emergency technical help with audiovisual equipment during the presentation.
- ◆ Serve breakfast (donuts, muffins, bagels, coffee, tea, etc.) at the site of the competition. This encourages all students to attend at least some of the presentations.
- ◆ Avoid scheduling other activities opposite the competition. The competition should be treated as a highlight of the conference. Plan your conference schedule carefully to avoid any overlap of high profile events.

Additional Prizes

Awards may be supplemented with money raised by the host school. If a company is approached for award money, make it clear that the company is assisting you, the local student chapter, not National AIChE.

National Competition - Omega Chi Epsilon

Omega Chi Epsilon, the National Chemical Engineering Honor Society, provided up to three prizes for the National Student Paper Competition. First Prize, \$500, is the "Edwin O. Eisen/Omega Chi Epsilon Award. Second Prize is \$300, and Third Prize is \$200. Omega Chi Epsilon will not provide prizes to more than one-half the entrants in the National Student Paper Competition. There must be at least six entrants from six different regions in order for all three prizes to be awarded. If there are fewer than six entrants, the lowest prizes shall be successively eliminated. The written program for the National Student Paper Competition shall list "Omega Chi Epsilon, National Chemical Engineering Honor Society" as a sponsor of the competition. It is understood that Omega Chi Epsilon may not be the sole sponsor. Monetary support for students to participate in the National Student Paper Competition is not available from AIChE or Omega Chi Epsilon. Students are encouraged to seek sponsorship from their department, university, AIChE Student Chapter, The Omega Chi Epsilon Chapter at the student's university, the Local Section, employer, or industrial sponsors.

The Student Chapters Committee determines the criteria by which the panel of judges will score each participant. See APPENDIX for the judging score sheet.

For more information, contact AIChE at 646-495-1331.

XV. Organizing the Regional Chem-E-Car Competition

Teams of students will design and construct a vehicle that is powered with a chemical energy source that will carry a load to a given distance and stop. The vehicle will be judged based on the combination of completion of a defined task and a judging of the most creative design. The purpose of this competition is to demonstrate to the public how chemical engineering enhances our lives.

Because the Chem-E-Car Competition rules are modified as needed from year to year, participants and regional competition

planners should look to the AIChE website for comprehensive information. There you will find the current rules for competitors, judging criteria, poster session information, instructions for shipment of materials and chemicals, and much more.

The Student Chapters Committee determines the criteria by which the panel of judges will score each participant. See APPENDIX for the judging score sheet. For more information, contact the New York office at (646) 495-1331 or studentchapters@aiiche.org.

Detailed guidelines for Chem-E-Car Competition organizers are available at:
http://www.aiiche.org/uploadedFiles/Students/Conferences/Guidelines_ChECar_2009.pdf

Official Regional and National Chem-E-Car Competition information:
<http://www.aiiche.org/Students/Awards/ChemeCar.aspx>

XVI. Chem E Jeopardy Rules and Instructions

Adapted from “Future Faces of Physics Jeopardy”
http://www.spsnational.org/programs/futurefaces/jeopardy/Rules_Instructions.pdf

Quick Summary

1. Don't buzz in until the host finishes reading the clue.¹
2. Points are subtracted for incorrect answers.
3. There are two Daily Doubles per board. Wager specifications are provided on those slides. (Maximum wager is 50 points or the team's current score)
4. All answers must be given in the form of a question.²
5. There will be one round of Jeopardy and Final Jeopardy in the preliminary games.
6. There will be one round of Jeopardy, one round of Double Jeopardy and Final Jeopardy in the final game that determines the winner of the regional or national competition.

(PowerPoint must be in presentation mode for the hyperlinks to work.)

Running the Game

There will be at least two people, preferably four, running the game. The roles of Host, Scorekeeper, Game Operator, and Timekeeper are described below. While it is highly desirable to have one person for each role, it is possible for two or three people to share these responsibilities.

Host

The Host is responsible for introducing the game, reading the categories at the start of each round, reading the clues, and judging the answers. The answers do not appear on the Jeopardy board, they are given only in the Answer Key. If no correct

response is given to a clue, then the host is responsible for reading the correct response. This includes the cases when nobody buzzes in within 10 seconds.

Scorekeeper

The Scorekeeper is responsible for keeping running scores³ for all of the teams. If a team provides the correct response to a clue, then they earn the value of the clue. If they answer incorrectly, then the value is subtracted from their score. The clues range in value from 10 to 50 points in the Jeopardy round and from 20 to 100 points in the Double Jeopardy round.

Game Operator

The Game Operator is responsible for running the PowerPoint game board and identifying the first team to buzz in.⁴ In the case of a rules and/or answer dispute by one of the contestants, the Game Operator may assist the Host in determining the proper course of action.

Timekeeper

The Timekeeper is responsible for running the timer for (i) buzzing in to answer (5 seconds), (ii) providing answers during the Jeopardy and Double Jeopardy rounds (5 seconds to respond), (iii) providing Daily Double answers (10 seconds to respond) and (iv) providing Final Jeopardy answers (30 seconds to write down answer).

The Board

The Jeopardy “board” is a set of Microsoft PowerPoint presentations, one for each round (Jeopardy, Double Jeopardy, and Final Jeopardy). To use the board, open the Jeopardy round.

The second and third slides in the presentation contain the grids of categories and clue values. There should be 6 categories with 5 clues each for the Jeopardy and Double Jeopardy rounds. Final Jeopardy consists of one question. The host school is responsible for developing the clues & answers and can have up to one category of their choice in each of the Jeopardy and Double Jeopardy rounds that is unrelated to science or engineering.

Each clue value is hyperlinked to the corresponding clue in the system. For example, if you click on General Chemistry, 20 you will be taken to slide 10, which displays the appropriate clue. Once the clue has been played, click on the arrow in the lower left corner of slide 10 to return to the grid. You will be able to tell which clues have been played by the change in font color of the values on the grid. To advance to the Double Jeopardy grid (slide 3), click on the arrow in the lower right corner of slide 2.⁵

Teams

Each game will have up to 3 teams. Each team will have a maximum of 4 players.

General Play

A team is randomly chosen to go first, and begins the game by selecting a category and point value (e.g., "Sports for 10"). The host then reads the clue, after which any player on any team can buzz in - **buzzing in before the host finishes reading the clue is not allowed.**⁶ **This will be treated as an incorrect answer and result in a deduction of the corresponding points from the team's score.**

The Game Operator recognizes the first team to buzz in and the Host calls on that team for a response.

Teams are allowed to discuss responses prior to buzzing in, but all conversation must stop when someone buzzes in. The person that hits the buzzer must be the same person that gives the response.⁷ This person must begin their answer within 10 seconds following the host calling on that team.

A correct response earns the point value of the clue, and gives the answering team the right to select the next clue. If the player gives an incorrect response or fails to answer in time, then that amount will be deducted from the team's score and another team may buzz in (within 5 second after the host indicates that the

previous team's response was incorrect) and respond. If no correct response is given, then the host reads the correct response, and the team who originally chose the question maintains control of the board. Play will continue in each Jeopardy and Double Jeopardy round until all of the clues have been read.

Daily Doubles

There will be two Daily Doubles in the Jeopardy and Double Jeopardy rounds. Only the team that receives a Daily Double may respond to its clue. The team may wager as much as 50 points or as much as they have accumulated, whichever is greater.

When a Daily Double comes up, the scorekeeper should announce the scores of each team. The team that picked the Daily Double should decide how much they want to wager and then announce their wager to the scorekeeper. After the clue is read the team may discuss the answer, but they only have 10 seconds to give a response. If they give an incorrect response, then the host reads the answer and the wager is deducted from the team's score. No other teams are given the option of buzzing in.

Final Jeopardy

Final Jeopardy will occur following Jeopardy in preliminary games and following Double Jeopardy in the final game. Prior to Final Jeopardy, the scorekeeper should announce the scores of each team. Only teams with positive scores are allowed to participate in Final Jeopardy. The host will announce the category of the Final Jeopardy question and then the team has 10 seconds to write down their wager, which can be any value up to the team's current score. Each team has 30 seconds following the reading of the clue to write down their answer.

Tie Breaker

If two or more contestants are tied for first place at the conclusion of Final Jeopardy, then a one-clue tiebreaker round will be played. The tied contestants will be presented with a category and the clue will then be revealed. The contestant who buzzes in and provides the correct response becomes the champion and moves on to the next round of play. Contestants will not be eliminated from play for providing an incorrect response. Therefore, the host school will need to have multiple clues available for use in a tiebreaker(s).

¹ Buzzing in early should be considered as an incorrect answer that leads to the clue value being deducted from the team's score.

² No penalty will be given during the Jeopardy round for not answering in the form of a question, although the host should remind the participants to do so. During Double Jeopardy, Daily Double clues, and Final Jeopardy, the answers will be considered incorrect if not given in the form of a question.

³ These running scores need to be placed in a location that is visible to the participating teams and the audience. These scores could be kept, e.g., on a white board.

⁴ It is highly desirable to standardize the buzzer system such that it is clear which participant buzzed in first. Each participant should have their own buzzer; thus, there will be a need for 12 buzzers (3 teams of 4). If such a buzzer system is available, then the Host could do the Game Operator's role. It would also be desirable to have a buzzer system that did not allow participants to buzz in until the Host completed reading the clue. This would eliminate the need for footnote 1.

⁵ This paragraph probably needs to be rewritten for clarity. I am not sufficiently familiar with the design of the PowerPoint to rewrite this section myself.

⁶ When teams were allowed to buzz in at any time, they tended to buzz in even before the clue was read, under the assumption that they could figure out the answer. Not only is this less fun, but then players and audience members don't have much time to think about the question.

⁷ Discussing the clue after buzzing in will be treated as an incorrect answer and the clue value will be deducted from the team's score.

XVI. Wrapping it up

Once the Regional Student Conference is over, there are several items to finalize before the official celebration.

Regional Conference Summary Report

In the Appendix, there is a sample copy of the Summary Report. (You will receive a clean copy by e-mail from the New York office). Please look over the report and make certain that you keep accurate records that will enable you to answer all questions.

This information is very important to future host schools in the region. They may use your schedule, your budget, and other information as a starting point in their planning process. Be sure to include all sponsor contacts and other contributors.

Winners of Regional Student Paper Competition

At some point in the planning process, you will receive a letter from the National Paper Competition Committee regarding the winner of the competitions. Please complete the information requested immediately after the competition and return to the contact person.

Winners of Regional Chem-E-Car Competition

Please report the names of the Regional Competition winners. Fill in the information requested immediately after the competition, and return to the contact person.

Thank You Notes

Be sure to send "thank you" notes to all involved parties: sponsors, speakers, workshop moderators, judges, AIChE local sections and their individual members who assisted on-site, and anyone else who helped make your conference a success.

Briefing Next Year's Host

Talk with next year's host at the conference. Afterward, send them a copy of your Planning Committee Meeting Minutes, finalized budget, sponsors, and any other relevant data. Be sure to mail them a copy of your Summary Report.

Finalize Budget and Close Checking Account

After all the bills have been paid and the checks have cleared, close out the Regional Student Conference checking account. Update your budget with any last bills and income. Be sure to send next year's host any remaining balance.

XVII. General Planning Tips

Best Planning Advice:

"Do it Early, and Follow-up Often"

- ◆ START EARLY!!
- ◆ Stay in close contact with AIChE headquarters - studentchapters@aiiche.org. AIChE staff is prepared to advise you throughout the planning process.
- ◆ Ask "what if?" questions throughout the planning process.
- ◆ It's important to obtain the support of the chapter advisor, the Dean, the department, local industry, and other student organizations.
- ◆ Remember that student chapter officers do not have to head committees. This is a good opportunity to give leadership roles to potential future officers or other motivated chapter members.
- ◆ Involve as many people as possible.
- ◆ Utilize as many committee chairs as possible. Don't try to do it all yourself.
- ◆ Make sure to publicly announce and prominently display logos of companies that have contributed financial and other support to your conference.
- ◆ Invite representatives from sponsor companies to attend the mixer and the banquet. Thank them publicly and present a gift or conference souvenir.
- ◆ Send your thank you letters promptly.
- ◆ Make sure events are FUN.
- ◆ Provide guests with several free-time options.
- ◆ Consider having a cultural theme that pertains to the region of the country.
- ◆ Provide campus and regional maps with pre-registration and registration materials.
- ◆ Check with Chamber of Commerce for hotels and interesting locations for social events, etc.
- ◆ Use an icebreaker-ideally one that gets everyone talking and working together.
- ◆ Give gifts and souvenirs to both volunteers and attendees, such as a mug or a T-shirt.

Don't

- ◆ Wing It.
- ◆ Presume that hotel staff or caterers will deliver what you requested as you requested. Follow-up.
- ◆ Try to do everything yourself.
- ◆ WORRY.

Do

- ◆ HAVE FUN!
- ◆ Call the AIChE staff contact for student chapters for more advice: (646) 495-1331

XVII. Appendix & Other Resources

The samples shown in this appendix should be used as general reference. More up-to-date information and resources will be found on the AIChE website and through the AIChE headquarters contact. Among these items:

Sample Regional Student Conference Summary Report: *attached* – *This document must be completed and submitted to AIChE National directly after your regional conference is held.*

Sample Schedules: *attached*

Sample Budgets: *attached*

Sample Paper Competition Judging Sheet: *attached*

Sample Chem-E-Car Poster Competition Judging Sheet: *attached*

Additional Resources:

Map of student regions with contacts at each school: <https://www.aiche.org/apps/students/chapters/index.aspx>

AIChE Professional Local Sections: <http://www.aiche.org/LocalSections/Find/index.aspx>

AIChE Young Professionals Advisor Board: <http://www.aiche.org/ypab/>

Regional Student Paper Competition guidelines: <http://www.aiche.org/Students/Conferences/papercompetition.aspx>

Chem-E-Car Competition Rules: <http://www.aiche.org/Students/Conferences/chemecar.aspx>

AIChE New York Office Address:

AIChE
3 Park Avenue, 19th Floor
New York, NY 10016-5901
Phone: (646) 495-1331
Fax: (646) 495-1503

AIChESM

2012 Regional Student Conference Summary Report

Region _____ Conference dates _____

Host chapter(s) _____

Conference location _____

Student contact _____ Chapter advisor _____

Contact e-mail _____ Advisor e-mail _____

PARTICIPATION:

Schools _____ # Students _____ # Faculty _____ # Industry guests _____

Check list of information and attachments

Required

- Paper Competition winners – **May be attachment**
- Chem-E-Car winners – **May be attachment**

- Program description, schedule - **attach**
- Budget review - **May be attachment**
- 2010 Regional Host chapter information**
- List of attendees w/ e-mail addresses -**attach**
- Conference support: list organizations

Optional Attachments

- Names of conference planning committee
- List of all Paper Competition presenters
- List of all Chem-E-Car competitors

- Photographs
- Conference packet, handouts & other materials
- Lists of competition judges

- Comments

Also required: If not collected by the onsite AIChE representative, please be sure the signed **Chem-E-Car Participation waivers** collected from Chem-E-Car team members, judges, rules coordinators and assistants are returned to AIChE **immediately after the competition** (within one week.) Do not wait to submit the waivers.
Mail to: Student Chapters, AIChE, 3 Park Avenue, 19th Floor, New York, NY 10016

Attendance list (attachment):

Please attach 1) a list of schools that sent student representatives to your conference, and 2) a list of student attendees with e-mail addresses. (This can be a copy of your master attendance list.)

Conference Support: Please identify the companies, individuals, or groups that offered financial, logistical or other support to your conference. Provide dollar amounts where appropriate. You may also present this information on the attached Sponsor Contact Form.

| Organization | Amount |
|--------------|--------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Regional Student Paper Competition (may be attachment)

The Student Chapters Committee and Omega Chi Epsilon provide a total of \$350.00 in prize monies and a total of three CEP subscriptions and six certificates for each regional conference. (One certificate to the student, one to the student's university.) The standard awards are FIRST PRIZE: \$200, CEP subscription and certificate; SECOND PRIZE: \$100, CEP subscription and certificate; HONORABLE MENTION: \$50, CEP subscription and certificate. You may add to these amounts with your own funds.

Papers presented: Total _____

First Place

Name: _____ E-mail: _____

School: _____

Paper title: _____

Second Place

Name: _____ E-mail: _____

School: _____

Paper title: _____

Honorable Mention

Name: _____ E-mail: _____

School: _____

Paper title: _____

Regional Chem-E-Car Competition (may be attachment)

The Student Chapters Committee provides the following prize money for this competition: First Prize - \$200.00, Second Prize - \$100.00. **Please complete the following, including contact information for each team.** Optional: You may include the complete slate of competitors as a separate attachment.

Region:

CARS in competition: TOTAL _____

First Place

School:

Team Name:

Team leader name: _____ E-mail: _____

Team members:

Second Place

School:

Team Name:

Team leader name: _____ E-mail: _____

Team members:

Third Place

School:

Team Name:

Team leader name: _____ E-mail: _____

Team members:

Fourth Place

School:

Team Name:

Team leader name: _____ E-mail: _____

Team members:

Fifth Place

School:

Team Name:

Team leader name: _____ E-mail: _____

Team members:

Chem-E-Car Poster Competition Winners

Please list the winning school, team name and their winning poster category.

Car Competition Safety Inspectors

Please list the names (with e-mail, if available) of safety inspectors: _____

Program Description (attachment):

Attach the conference schedule, conference booklet, photos, or other materials that describe your conference. This information will be kept in headquarters' archives. The information may be shared with future conference hosts.

Regional Chem-E Jeopardy

First Place

School:

Team Name:

Team leader name: _____ E-mail: _____

Team members:

Second Place

School:

Team Name:

Team leader name: _____ E-mail: _____

Team members:

Honorable Mention

School:

Team Name:

Team leader name: _____ E-mail: _____

Team members:

Regional Student Conferences
Sponsor contact information

Please complete this following information for each organization that provided sponsorship or support for your regional conference, and include this form with your summary report to AIChE headquarters. Use additional sheets as needed.

ORGANIZATION:

CONTACT NAME:

TITLE:

ADDRESS:

TELEPHONE: _____ EMAIL: _____

ORGANIZATION:

CONTACT NAME:

TITLE:

ADDRESS:

TELEPHONE: _____ EMAIL: _____

ORGANIZATION:

CONTACT NAME:

TITLE:

ADDRESS:

TELEPHONE: _____ EMAIL: _____

REGIONAL STUDENT CONFERENCE *SAMPLE SCHEDULE*
ONE DAY CONFERENCE

Mid-Atlantic Regional Conference
University of Delaware

Saturday, March 20

| | |
|------------------------|--|
| 7:30 a.m. | Breakfast at Hotel |
| 8:30 a.m. | Bus leaves hotel for Colburn Lab |
| 8:50 a.m. | Introductory notes (Colburn 102-104) |
| 9:00 - 10:20 a.m. | Regional Student Paper Competition (Colburn 102-104) |
| 10:30 - 10:50 a.m. | Coffee Break and Poster Presentations |
| 10:50 - 11:50 a.m. | Regional Student Paper Competition (Colburn 102-104) |
| 12:15 - 1:30 | Lunch |
| 1:30 p.m. | Bus leaves for Hagley Museum |
| 2:00 - 4:00 p.m. | Hagley Museum |
| 4:30 p.m. | Bus returns to Colburn Lab |
| 5:45 p.m. | Bus leaves hotel for Clayton Hall |
| 6:00 - 8:30 p.m. | Industrial Relations Banquet |
| Special Guest: | Joseph Miller, DuPont |
| 8:30 p.m. | Bus leaves Clayton Hall for hotel |
| 9:45 p.m. | Bus leaves hotel for Cosmic Bowling |
| 11:00 p.m. - 1:00 a.m. | Cosmic Bowling |
| 12:30 - 1:30 a.m. | Bus returns to hotel |

Sunday, March 21

Breakfast at Hotel and Check-Out

REGIONAL STUDENT CONFERENCE *SAMPLE SCHEDULE*

WEEKEND CONFERENCE

2009 Rocky Mountain Regional Conference

Colorado State University

Friday February 27th, 2009

| | |
|----------------|--|
| 2:00 - 6:00 pm | Conference Check-In <i>Grey Rock Room, Lory Student Center (LSC)</i> |
| 3:00 - 4:00 pm | Officers Meeting <i>Room 228, LSC</i> |
| 3:00 – 5:00 pm | Tours to Engines and Energy Conversion Lab (leaving 3pm, 3:30pm & 4:00pm from the main entrance of the LSC) |
| 4:00 – 6:00 pm | ChemE Car Team Meeting <i>Room, 161 Glover Building</i> |
| 6:00 - 8:30 pm | Dinner <i>Grey Rock Room, LSC</i> |
| 8:30pm | Hypnotist – Gerry Kelly Performs <i>LSC Theatre</i> |

Saturday February 28th, 2009

| | |
|--------------------|---|
| 8:00 – 10:00 am | Registration Continues <i>North Ballroom, LSC</i> |
| 8:00 – 9:00 am | Continental Breakfast <i>North Ballroom, LSC</i> |
| 9:00 – 10:00 am | Check in ChemE Car & ChemE Car Poster Setup <i>North Ballroom, LSC</i> |
| 9:00 am – 12:00pm | Paper Competition <i>Room 228, LSC</i> |
| 10:00 am – 12:00pm | ChemE Car Poster Judging <i>North Ballroom, LSC</i> |
| 12:00 – 1:00 pm | Lunch (on your own) |
| 1:00 – 3:00 pm | ChemE Car Competition <i>Stock Pavilion</i> |
| 3:30 - 4:30pm | Workshop – Grow your AIChE Student Chapter <i>Room 228, LSC</i> |
| 6:00 - 8:30 pm | Awards Banquet <i>North Ballroom, LSC</i> |

Keynote Speaker: [Biofuels 101](#)

Dr. Kenneth Reardon, Professor & Assoc. Department Head, Dept of Chemical Engineering, CSU

Student Regional Conference Sample Budget

Expenses:

| | |
|---|------------|
| Hotel Room..... | \$3,326.40 |
| Friday Reception..... | 261.11 |
| Saturday Breakfast and Cokes | 389.50 |
| Lunch (two subways and pizza)..... | 264.96 |
| Banquet Catering..... | 1,130.00 |
| Comedian..... | 365.00 |
| Sunday Breakfast | 461.25 |
| Prize Books | 259.40 |
| Prize Money..... | 600.00 |
| Name Tags | 25.98 |
| Cookies..... | 14.95 |
| Film | 7.39 |
| Misc. Mtrls. For Chem E Car setup | 219.50 |
| Paper Weights for Judges..... | 19.47 |
| Fruit Baskets | 90.35 |
| Balance to Host | 1,200.00 |

TOTAL EXPENSES **(\$8,545.26)**

Income:

| | |
|--------------------------------------|------------|
| Balance from Past Host..... | \$1,000.00 |
| Prize Money from AIChE..... | 350.00 |
| Industry Donations | 3,100.00 |
| Registration Fees..... | 3,900.00 |
| AIChE Local Section | 400.00 |
| Student Government Association | 300.00 |

TOTAL INCOME..... **\$9,050.00**

NET INCOME..... **\$415.00**

Regional Student Paper Competition Judging Worksheet

NAME _____ Start time _____ Finish time _____

Technical Content

Design and execution of the research/project (15 points) _____ **/15**

- Did the approach show creativity or new thought in attacking the problem?
- Was the research/project plan well designed?
- Was the research/project executed precisely, accurately, and/or efficiently?

Evaluation of the result (10 points) _____ **/10**

- How reliable are the results?
- Are the results interpreted correctly?
- Are the conclusions based on sound data? (not exaggerated, implied or "over-interpolated")

Importance and/or relevance of the research/project (10 points) _____ **/10**

- Did the investigator communicate the relevance or importance of the research/project?
- Did the investigator address the practical application of the research/project?
- Did the investigator recognize the economic and environmental implication of such technology?

Technical Presentation

Organization (15 points) _____ **/15**

- Introduction: Did it prepare the audience?
- Outline: Was there logical flow of thought?
- Summary: Did it summarize the main points?

Delivery (15 points) _____ **/15**

- Clarity of speech
- Tone of voice
- Visual contact with the audience
- Calmness (Lack of nervous habits)

Visual Materials (15 points) _____ **/15**

- Clarity of materials (Could you read them?)
- Content of visual materials
- Explanation of figures, graphs, etc. (Was it adequate?)

Interaction with the Audience (15 points) _____ **/15**

- Did the speaker capture the attention of the audience?
- Was the speaker able to provoke significant questions?
- Did the speaker handle the questions well?

Timing (5 points) _____ **/5**

- Was the presentation within the time limits?
- Did the speaker allow appropriate time for questions?

TOTAL POINTS _____ **/100**

2012 Chem-E-Car Competition Poster Judging Worksheet

Entrant: _____

| Criteria | Score | Comments |
|--------------------------------|-------------|----------|
| Description of power Source | /20 | |
| Unique features | /20 | |
| Creativity | /20 | |
| Environmental/safety factors | /20 | |
| Quality of poster/presentation | /20 | |
| <i>Total</i> | /100 | |

Most creative of the entries you evaluated

Yes

No