FINDING SUCCESS WITH STUDENT CONFERENCE TRAVEL

Johnson Center Faculty Development Lunch
March 28, 2019
Outline

- The Logistics
- Practical advice
  - Selecting the right conference
  - Selecting the right student(s)
  - Large vs small group or individual travel
- Best Practices & Learning Outcomes
- Planning the actual travel
- Tips, Suggestions, and Resources
Logistics: Money

- What resources are available?
- Faculty travel
  - *Cullen funds typically support faculty traveling with students*
  - *Richardson funds may also be used if the faculty member is also presenting*
  - *Typically...*
    - Faculty can supplement the APD allocation through Flex when traveling with students
    - Faculty requests with students are viewed favorably
    - Traveling with students would not impact a subsequent request for individual scholarly travel
Logistics: Money

- What resources are available?
- Student travel
  - The student conference travel budget is approximately $12,000 including the Student Development Fund from Student Assembly.
  - Priority is given to students who present their work at the conference
  - Acceptance of abstract is only merit evaluation
  - Priority is given to a first conference for a student
  - SDF will only fund one conference per student
  - SDF has a specific formula for funding student travel
  - There is a cap of $600 per student per year in non-SDF funds
  - The average student travels for ~$300
  - We need assessment afterwards (reflection paper and picture)
Logistics: Money

- Student travel application process
  - Select all funds relevant (SDF, CREATE, Honors)
  - SA treasurer requires an interview before SDF approval
  - Faculty member should contact create via email before applications
    - How many students?
    - Expected total expenses
    - Example on website
      - On campus presentation or dissemination of outcomes is needed for SDF
      - It takes some time, especially if traveling in groups
      - We can help students pay for things up front
- On the back end, it is really helpful if all receipts come in at once
Logistics: Money

- Let’s hear from folks with experience in the room
Practical Advice

■ What types of conferences might I consider?
  - Multi-disciplinary or within a discipline?
  - Undergraduate only?
  - Regional versus National or International?

■ What should I look for in a conference?
  - Are there undergraduate events?
  - Are students welcomed and promoted by the conference organizers?
  - What is the environment like?

■ What will the student take away from the conference?
Practical Advice

- How do I know if the student is ready to present at a conference?
  - What experience do they have on campus?
  - What are the benefits to the student?
  - What is the status of the project?
- What is the developmental level of the student?
- Are you ready to introduce this student to your colleagues?
Practical Advice

- Let’s hear from folks with experience in the room
Best Practices

- Managing the conference attendance
  - **Attend with your student**
  - **Introduce your student to colleagues (and their students)**
  - **Have a plan to manage the schedule**
    - How to prioritize the time
      - **Allow them some downtime, but keep their attention on the conference**
      - **Send the students to things on their own too**
      - **Plan the debrief for the day, the conference, etc**
      - **Talk to them about attire/packing ahead of time**
      - **Practice with them ahead of time**

- Tell them what to expect
Best Practices

- After the conference
  - Debrief
  - What are the expectations?
  - Encourage the students to follow up with people they met
  - Help them with the CV stuff
Best Practices

- Let’s hear from folks with experience in the room
Other things to know/think about

- Rent the car through Austin College on Enterprise  
  - *It saves you money (Amy or Gayle/Johna can help)*
- Plan the hotel for your needs  
  - *We expect students to share rooms appropriately to minimize costs*
- Bring some business cards for your students
- Teach them etiquette and travel safety
Discussion and Questions

Additional Resources

- [https://scottberkun.com/essays/24-how-to-get-the-most-out-of-conferences/](https://scottberkun.com/essays/24-how-to-get-the-most-out-of-conferences/)
- [https://www.sciencemag.org/careers/2017/05/how-get-most-out-attending-conferences](https://www.sciencemag.org/careers/2017/05/how-get-most-out-attending-conferences)