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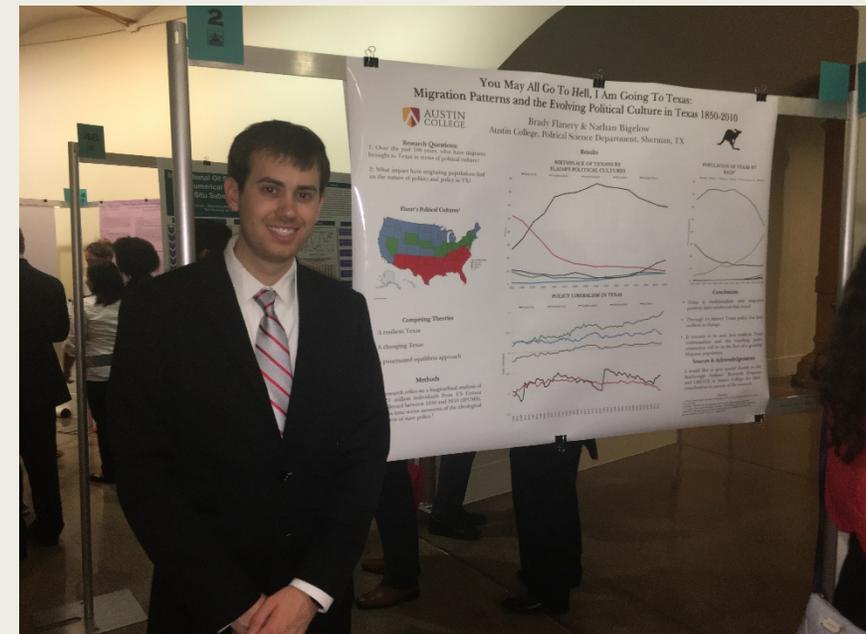
FINDING SUCCESS WITH STUDENT CONFERENCE TRAVEL

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
- Application: <https://www.austincollege.edu/academics/centers-and-college-wide-programs/create/student-conference-travel-awards/>
 - *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



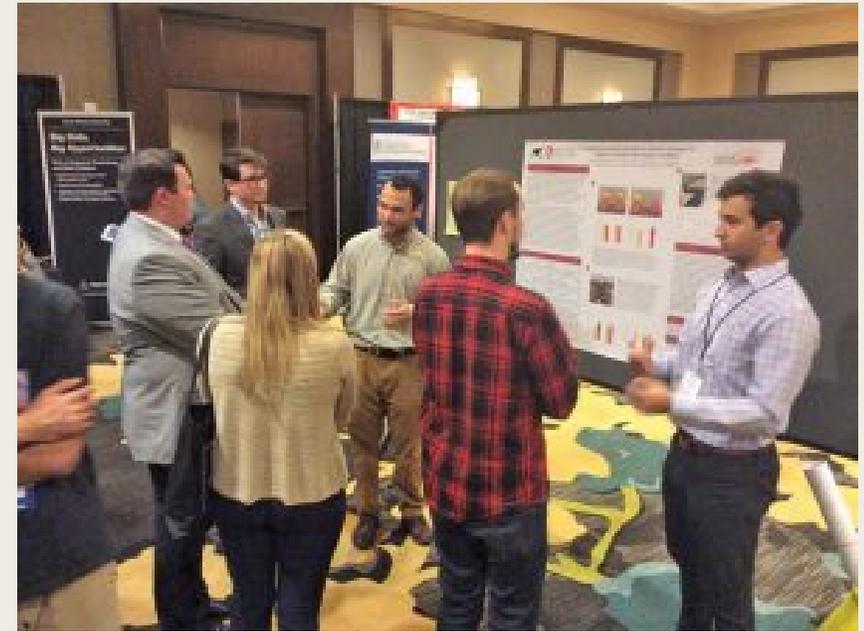
Logistics: Money

- Let's hear from folks with experience in the room



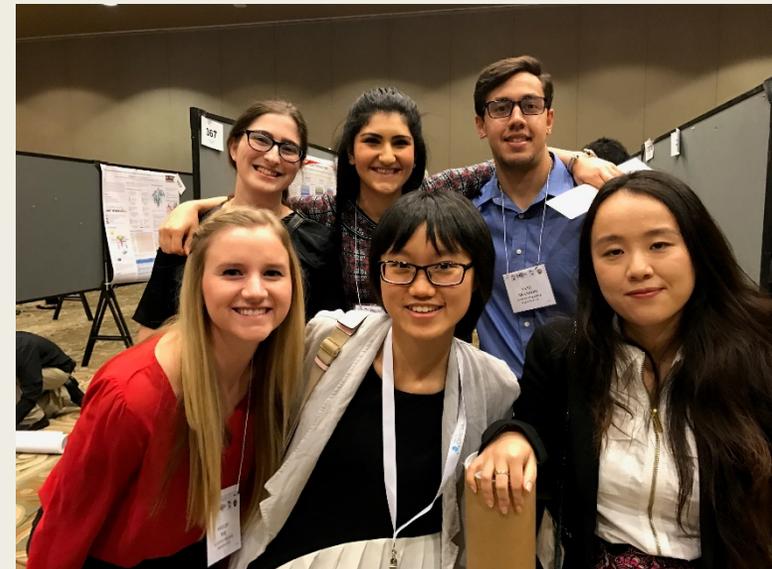
Practical Advice

- 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?



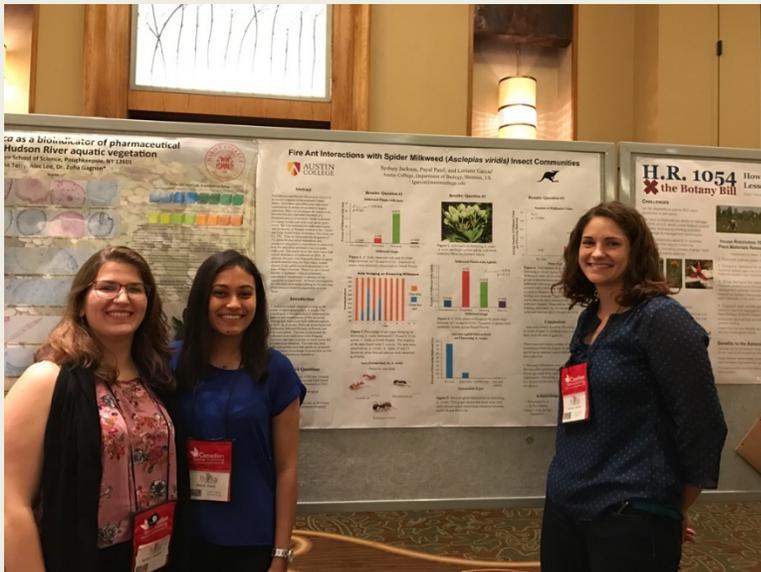
Practical Advice

- 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



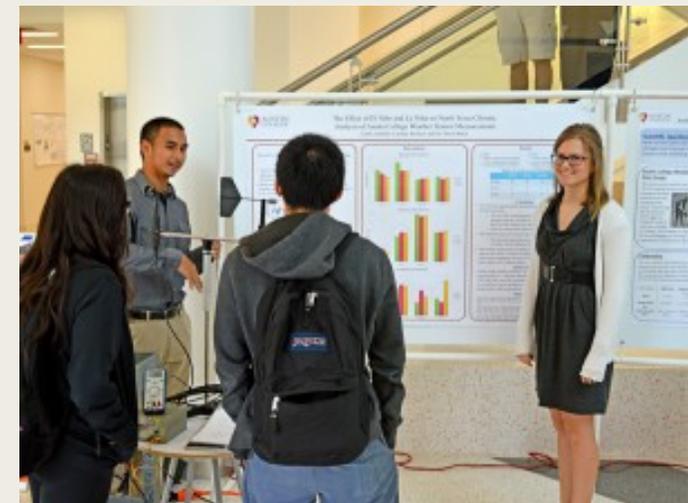
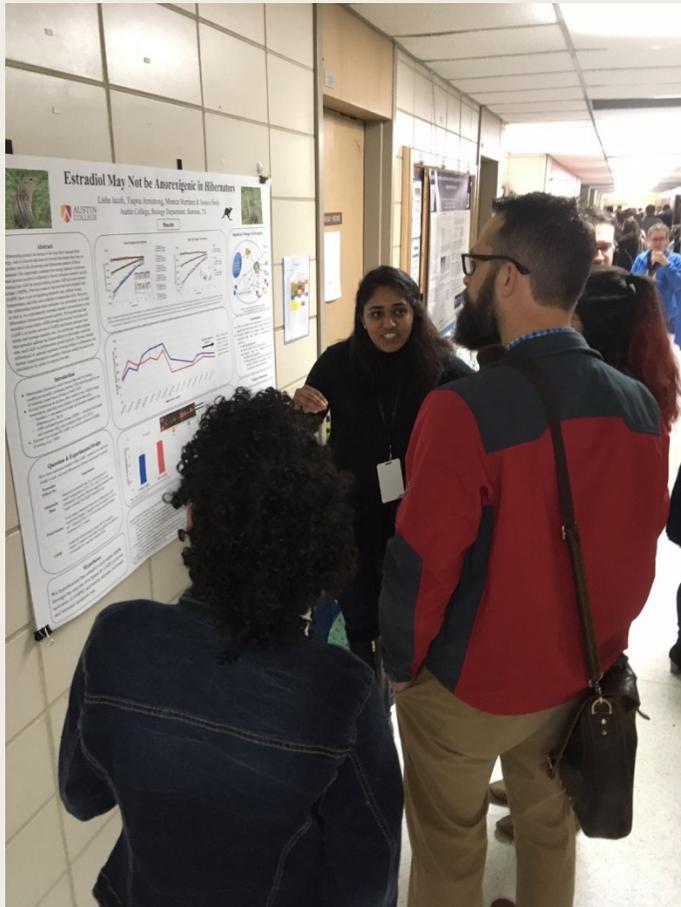
Best Practices

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



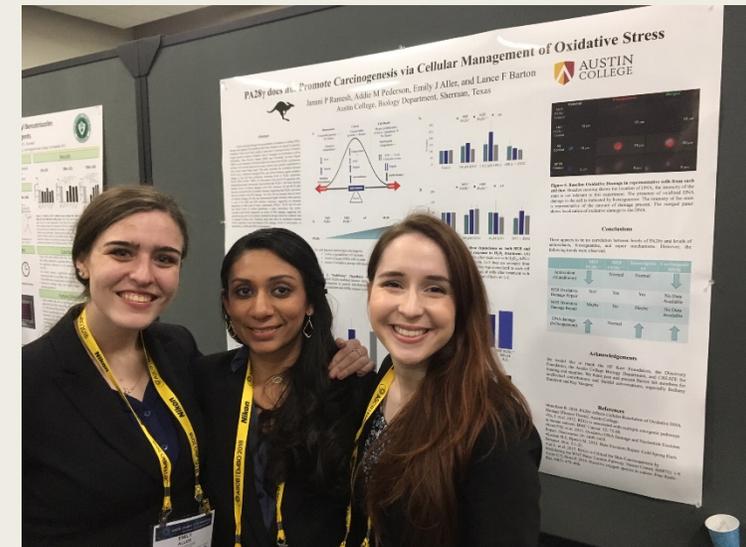
Best Practices

- 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://www.sciencemag.org/careers/2017/05/how-get-most-out-attending-conferences>
- <https://www.themuse.com/advice/a-conference-junkies-guide-to-attending-and-enjoying-conferences>
- <https://www.forbes.com/sites/chadorzel/2015/06/26/going-to-an-academic-conference-here-are-some-tips/#5ec6bb1968a8>