

IMPORTANT NOTES FOR CHAPERONES

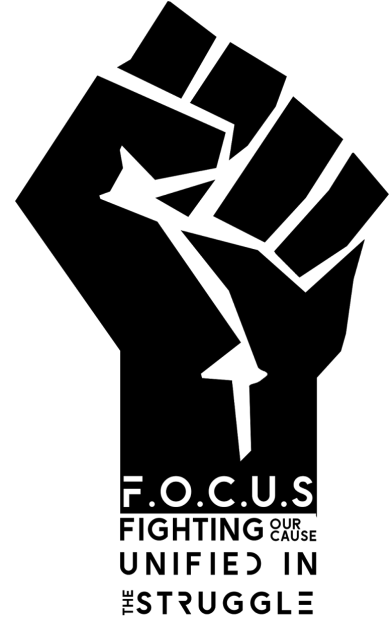
2017 MSAN STUDENT CONFERENCE

Dear 2017 MSAN Student Conference Chaperones!

We are excited to see you in Cleveland this October! **Below are some key reminders about the conference.** Please review this entire message, and email msan@wcer.wisc.edu if you have questions.

BEFORE THE CONFERENCE:

- **New Website:** Please review all of the information at the [new MSAN Student Conference Chaperones webpage](#). The page contains all of the information you'll need to prepare for the conference, including required forms and documents, and a new "Quick Guide" [video](#) on the role of the MSAN Student Conference chaperone.
- **Permission Slips and Medical Needs/Medications:** Prepare a file with a signed permission slip for every student traveling to the conference. The permission slip is on [page 7 of the Pre-Conference Handbook](#). Also, please double check the medical needs of all of your students, and ensure the appropriate district-based protocols for carrying/dispensing medication have been followed.
- **Modifications & Accommodations:** Please let us know as soon as possible if you or one of your students needs modifications or accommodations to ensure a successful conference.
- **Pre-Conference Handbook:** Be sure you have reviewed the [Pre-Conference Handbook](#) with your students and their families. The handbook outlines expectations and responsibilities of students and chaperones. Spanish version of the Handbook is available [here](#). Please also study the [Chaperone Commitments](#) document.
- **Required Readings:** Be sure that you and your students have reviewed the required [readings, video, and guiding questions](#) prepared by the conference planning team.
- **Prepare the data you will use during the Action Planning portion of the conference.** [Click here for more information, and an example.](#)
- **District Introductions:** Work with your students to prepare an "introduction" of your district to be presented the first night. At previous conferences students have performed brief songs, cheers, and spoken word as a way to introduce their team to the rest of the group.
- **Post on Social Media!** The hashtag for this year's conference is **#MSANFOCUS**.





- **Dress Code Guidelines:** Review the dress code guidelines with your students as your delegation studies the [Pre-Conference Handbook](#). Consider having your group wear something the first night that represents your district (in the past, groups have worn school colors or t shirts with the name of their district). In addition, it would not hurt to bring a rain jacket in case of inclement weather. Remember: Wear comfortable shoes for campus visit – extensive walking is required. Flip flops are NOT recommended.
- **WHEN YOU ARRIVE:** Check-in at The DoubleTree by Hilton Cleveland East-Beachwood is 3:00pm. Registration is from 3:30-5:00pm. **If you are planning on arriving prior to check-in time, you can hang out in our MSAN-reserved space in the hotel restaurant lounge, called "Sanctuary Upper Deck."**
- **Links:** Here are important links you'll need before, during, and after the conference:

2017 MSAN Student Conference Website	http://msan.wceruw.org/conferences/studentConf.html	Contains links to Chaperone Information, required readings, pre-conference handbook, permission slips and all other required forms
Action Plans 2017 Folder	http://go.wisc.edu/44973x	All districts: please type your Action Plan in your district's document in this folder. A document with instructions for completing the Action Plan are also located in the online folder.
Post-Conference Survey	http://go.wisc.edu/89478x	Student and chaperone surveys are both available at this link

- **On the days prior to the conference, MSAN staff will be on site in Cleveland.** If you have an emergency while traveling on Wednesday and need to contact us, **DO NOT call the MSAN office.** Instead, please call MSAN Executive Director, Madeline Hafner, on her cell phone at (608) 630-1630.

Let us know what questions you have. See you soon!

Minority Student Achievement Network (MSAN)

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