



# 2019 MSAN STUDENT CONFERENCE IMPORTANT NOTES FOR CHAPERONES

Updated August 8, 2019

**Dear 2019 MSAN Student Conference Chaperones!**

We are excited to see you in Madison! **Below are some key reminders about the conference.** Please review this entire message, and email [msan@wcer.wisc.edu](mailto: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 "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 in the pre-conference handbook in [English](#) and [Spanish](#). 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 need modifications or accommodations to ensure a successful conference.
- **Pre-Conference Handbook:** pre-conference handbook in [English](#) and [Spanish](#): be sure you have reviewed the handbook with your students and their families. The handbook outlines expectations and responsibilities of students and chaperones. 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 **#MSANUNIFIED**. Like/tag/follow MSAN: @MSANachieve
- **Dress Code Guidelines:** Review the dress code guidelines for students and chaperones with your group 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 hotel is 3:00pm. Registration will begin at 3:30 near the ballroom. **If you are planning on arriving prior to check-in time, ask the front desk to be directed to the MSAN-reserved space.**
- **On the days prior to the conference, MSAN staff will be on site in Madison.** If you have an emergency while traveling on Wednesday and need to contact us, **DO NOT call the MSAN office.** Instead, please call the MSAN Executive Director, Madeline Hafner, on her cell phone at (608) 630-1630 or the MSAN Outreach Specialist, Connie Showalter on her cell phone at (608) 698-3422.

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

**Minority Student Achievement Network (MSAN)**

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