



# 2023 Pre-Conference Handbook



## Welcome to the 24th Annual MSAN Student Conference! November 1-4, 2023

The Madison Concourse Hotel, Madison, Wisconsin  
Hosted by the Sun Prairie Area School District

### **Purpose of the Annual MSAN Student Conference**

During the annual MSAN student conference, teams of student delegates from member districts will become a community of student leaders--our *MSAN Scholars*--to:

- engage in discussions about barriers students of color face in their schools and districts;
- network with students from across the country to craft solutions;
- share their ideas about how to motivate students and staff to meet their potential;
- develop plans of action to implement their ideas.

### **Conference Readings, Guiding Questions & Materials**

Our hosts at the Sun Prairie Area School District (WI) have prepared readings and materials for your MSAN Student Conference team to review prior to the conference. These required readings and materials will be available for download at <http://msan.wceruw.org/conferences/studentConf.html>. While no written response to the questions is required, you may want to take notes on these materials as a way of preparing for the conference.

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[http://msan.wceruw.org/conferences/  
studentConf.html](http://msan.wceruw.org/conferences/studentConf.html)

# MSAN STUDENT CONFERENCE INFORMATION FOR FAMILIES



We are so excited that your child will be a delegate to the 2023 MSAN Student Conference. This leadership conference is designed to provide skills and experiences that delegates to the conference--our *MSAN Scholars*--will be able to build upon when they return from the conference.

Each year, we share conference expectations and dress code guidelines with delegates and their families. We ask that you please go over all of the information in this packet with your child.

## Before the Conference

- Sign and return the two forms at the end of this packet: the MSAN Student Conference Consent Form and the Emergency Information Form.
- Sign and return any district permission/consent form(s) that you received from your school.
- Be sure your child's conference chaperone knows of any allergies or health conditions that might influence your child's conference participation.
- Review dress code guidelines with your child.
- Work closely with your child and your district's chaperone to ensure a successful trip.

## During the Conference

- Please call or text your child **only during times noted in the conference program**. This will help in our effort to model appropriate use of technology during the conference.

## After the Conference

- Take time to discuss the conference experience with your child. Email the MSAN Project Manager, Connie Showalter, at [connie.showalter@wisc.edu](mailto:connie.showalter@wisc.edu) with feedback.
- Ask to see a copy of the action plan that your child and other delegates will create for your school district at the conference. Advocate for the implementation of the plan in your school district. For a copy of the plan, contact your student's chaperone or the MSAN Project Manager, Connie Showalter, at [connie.showalter@wisc.edu](mailto:connie.showalter@wisc.edu).

## Conference Location

- The Madison Concourse Hotel  
Address: 1 West Dayton St., Madison, WI 53703  
Phone: (800) 356-8293  
Web: [www.concoursehotel.com](http://www.concoursehotel.com)

## Emergency Contact Information

Your District's Chaperone \_\_\_\_\_ Cell # \_\_\_\_\_

Your District's Chaperone \_\_\_\_\_ Cell # \_\_\_\_\_

# MSAN STUDENT CONFERENCE INFORMATION FOR CHAPERONES

Thank you for being a chaperone for the MSAN Student Conference. The role of the chaperone is critical to the success of this event!

## Planning & Preparation

- Set the stage before the event. Introduce the term *MSAN Scholars* and the idea that the student delegates from your district are joining a community of MSAN Scholars from around the country. Share the purpose and proposed outcomes for the conference.
- Review the contents of this document with all of the students who will be attending the conference as delegates from your district.
- The planning committee has selected several readings and materials for your team to review and reflect on prior to arrival at the conference. These required materials can be downloaded from <http://msan.wceruw.org/conferences/studentConf.html>.
- Please plan to arrive between 3:30-5:30 p.m. CST on **Wednesday, Nov. 1, 2023** to check in.
- Chaperones are responsible for making sure that students adhere to all curfews at the conference site.

## Lead by Example at the Conference

- Promote an atmosphere of teamwork.
- Encourage and support positive attitudes.
- Arrive at all conference activities on time.
- Meet new colleagues and establish new contacts.
- Note that the dress code guidelines are for students *and* staff (see p. 5).
- Have fun!

## At Your Hotel - It takes a village!

- Be responsible for keeping noise levels at respectful levels in public areas and rooms.
- Model flexibility.
- Monitor the hotel halls and public areas during quiet hours (11:00 p.m.-7:00 a.m.).
- Know where your MSAN Scholars are **at all times**.

## Chaperone Checklist

- Bring to the conference a signed copy of the MSAN Student Conference Parental **Consent Form** and the **Emergency Information Form** for each of your students; be sure the forms are filled out in their entirety.
- Bring a list of any allergies or health conditions that might influence your students' conference participation.
- Review the information posted to the "**For MSAN Chaperones**" section of the student conference website at <http://msan.wceruw.org/conferences/studentConf.html>. Pre-readings and helpful hints will assist you in preparing yourself and your students to get the most out of the MSAN Student Conference.

# MSAN STUDENT CONFERENCE INFORMATION FOR STUDENT DELEGATES

Congratulations on being selected as a delegate from your school district for the 2023 MSAN Student Conference! You are joining a community of *MSAN Scholars* from around the country who are working for educational equity in their school districts.



Each year, students just like you help design the MSAN Student Conference. Support their leadership by reviewing the guidelines for behavior, dress code guidelines, and other conference details, below.

## Planning, Preparation, Perfection

- Read this document with your chaperones, your family, and the other student delegates from your school district.
- The planning committee has selected several readings and materials for your team to review and reflect on prior to arrival at the conference. These required materials can be downloaded from <http://msan.wceruw.org/conferences/studentConf.html>.

## Dress Code Guidelines for Students and Chaperones

The suggested dress code guidelines for the conference range from Casual to Business Casual:

### BUSINESS CASUAL ATTIRE FOR CONFERENCE EVENTS OUTSIDE OF THE HOTEL

- Casual dress shirts, such as button-downs or polos. No t-shirts with advertisements or slogans that wouldn't be okay in school.
- Skirts, dresses, capris, dress shorts, business casual pants (for example, khakis). Jeans are not recommended.
- **Wear comfortable shoes for the campus visit – extensive walking is required. Flip-flops are NOT recommended.**

### CASUAL ATTIRE FOR CONFERENCE EVENTS INSIDE THE HOTEL

- All participants should wear clothing that will allow for comfortable movement.
- Shorts or skirts should be mid-thigh or longer. Sheer clothing requires appropriate under layers. Pants or jeans should fit comfortably; belt loose-fitting pants/shorts. Gym shoes are okay.

Please remember to check the weather forecast to ensure you are dressed appropriately. Autumn weather in Madison can be unpredictable and can change very quickly. Rain is a distinct possibility. We will also be touring a college campus, which will require extensive walking. **Make sure to wear appropriate footwear** (flip-flops are not recommended). To request alternate transportation for the campus visit, please contact the MSAN Project Manager, Connie Showalter, at [connie.showalter@wisc.edu](mailto:connie.showalter@wisc.edu).

## **MSAN Student Conference Delegate Agreements**

- MSAN Student Conference delegates agree to use technology appropriately during the conference. DO post appropriate conference updates on social media, and tag @MSANachieve. DON'T use your phone or device in a way that takes away from your experience, the experience of other delegates, or the experiences of our guest speakers.
- MSAN Student Conference delegates agree to a *strict* no alcohol, tobacco, or other drug policy during the entire conference.
- MSAN Student Conference delegates agree to socialize only in public spaces. Conference delegates are NEVER allowed to socialize in each other's rooms. Outside guests are not permitted at the conference. Family members who attend the conference need to register with MSAN as official conference volunteers.
- MSAN Student Conference delegates agree to cooperate with all reasonable requests made by adults affiliated with the conference.
- MSAN Student Conference delegates agree to follow all curfew rules.
- MSAN Student Conference delegates agree to keep shared spaces (e.g. hallways, stairwells) quiet, and remain with the group at all times.

## **MSAN Student Conference Delegates Are...**

### **MSAN Student Conference Delegates are LEADERS**

- Express and discuss your ideas, views and opinions.
- Think about how you will use the information you learn when you get home.
- Create a plan of action to implement in your school district.

### **MSAN Student Conference Delegates are DEPENDABLE**

- Attend all events and activities.
- Be on time.
- Complete tasks and assignments.
- Stay with chaperones.

### **MSAN Student Conference Delegates are REPRESENTATIVES OF THEIR SCHOOLS, FAMILIES, AND COMMUNITIES**

- Represent with pride!
- Wear MSAN name tag at all times.
- Observe rules and curfews.

### **MSAN Student Conference Delegates are COMMUNITY BUILDERS**

- Cooperate with others.
- Give, accept, and use feedback effectively.
- Ask questions, network, and share information with peers, adults, and presenters.
- Stay involved and engaged.

### **MSAN Student Conference Delegates are FULL PARTICIPANTS**

- Be positive – it's contagious!
- Be Flexible.
- Ask Questions. Listen. Reflect.



**MSAN STUDENT CONFERENCE CONSENT FORM (revised 8/29/2023)**

Your child has been selected to represent \_\_\_\_\_ (name of district) at the annual MSAN Student Conference to be held November 1-4, 2023 in Madison, Wisconsin. By signing this consent form you acknowledge that you have read the conference preparation materials and grant permission for your child to attend. Included in the conference agenda is a tour of the University of Wisconsin-Madison.

Name of Student: \_\_\_\_\_

Name of Parent/Legal Guardian: \_\_\_\_\_

Signature of Parent/Legal Guardian: \_\_\_\_\_

Emergency Contact (phone number): \_\_\_\_\_

From time to time, reporters, photographers and videographers cover this very prestigious conference by taking photographs, videotaping, and/or interviewing students for educational documentaries or editorial uses. Please place an "X" below to indicate whether or not MSAN may use photos/videos/interviews in which your child appears.

\_\_\_ Yes, I give my permission for photos/videos/interviews of my child to be used.

\_\_\_ No, I do not give my permission for photos/videos/interviews of my child to be used.

**Please return this form to the district chaperone. Thank You.**

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# MSAN Student Conference Emergency Contact Information

Student's Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

**If unable to reach parent/guardian in case of emergency, please contact:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Family Physician: \_\_\_\_\_

Phone: \_\_\_\_\_

In case of an accident or serious illness, I understand that the school will contact me. If the school is unable to reach me, the chaperone in charge has my permission to obtain the services of a physician and/or hospital until I can be reached.

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_





# MSAN Student Conference Medical/Emergency Information Form

Please complete the following in order to assist your child with any health problems and/or emergency.

1. Is your child presently under the care of a physician for any particular reason?

Yes \_\_\_ No \_\_\_

If yes, please explain:

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2. Is there any medical limitations or conditions that would affect your child on this trip?

Yes \_\_\_ No \_\_\_

If yes, please explain:

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3. Is there any medication, including over-the-counter medication, which your child needs to take while on this trip?

Yes \_\_\_ No \_\_\_

If yes, please explain what medication and for what reason:

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4. Does your child have any known allergies?

Yes \_\_\_ No \_\_\_

If yes, please explain:

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5. Date of last tetanus booster: \_\_\_\_\_