



2025 Pre-Conference Handbook



26th Annual MSAN Student Conference November 12-15, 2025

The DoubleTree by Hilton Washington DC-Crystal City, Arlington, VA
Hosted by Alexandria City Public Schools

Purpose of the Annual MSAN Student Conference

During the MSAN student conference, teams of student leaders– MSAN Scholars– from member districts will:

- engage in discussions about challenges students of color face in their schools, districts, and communities;
- network with students from across the country;
- share ideas and craft solutions to improve their schools, create spaces of belonging, and develop plans of action to implement in their schools after the conference.

Conference Readings, Guiding Questions & Materials

Our hosts at Alexandria City Public Schools (VA) have prepared readings and materials for your MSAN Student Conference team to review and discuss before the conference. These required readings and materials are available for download at <http://msan.wceruw.org/conferences/studentConf.html>. While no written responses are required, the materials and readings are intended to introduce the conference theme, ground students in preparation for the conference, and promote individual and group reflection. Some conference activities may reference required readings and materials, so it is important that chaperones and students review this information prior to arrival.

Table of Contents

	Page
Information for Families	3
Information for Chaperones	4
Information for Student Delegates	5
Student Agreements	6
Consent Form	7
Emergency Contact Information	8
Medical/Emergency Information Form	9



<https://msan.wceruw.org/conferences/studentConf.html>

MSAN STUDENT CONFERENCE INFORMATION FOR FAMILIES

We are so excited that your student will be a delegate to the 2025 MSAN Student Conference. This leadership conference is designed to provide skills and experiences that empower conference delegates --our *MSAN Scholars*--to lead and affect meaningful change in their schools and communities. Included below is critical information regarding conference expectations and dress code guidelines. Please carefully review this information with your student.

Before the Conference

- Sign and return to the designated staff at your school: (1) the MSAN Student Conference Consent Form; (2) the Emergency Information Form, and (3) Medical Information Form, all included at the end of this handbook.
- Sign and return to the designated staff at your school any additional district permission/consent form(s) that you received from your school.
- Be sure to note any allergies or health conditions that might influence your student's conference participation on the Medical Information Form and submit this form to your student's chaperone.
- Review dress code guidelines with your student.
- Work closely with your student and your district's conference chaperone to ensure a successful trip.

During the Conference

- Please call or text your student **only during breaks or other times when conference activities are not occurring.** (*Please see the conference program for the full schedule*). This will help in our effort to model the appropriate use of technology during the conference.

After the Conference

- Take time to discuss the conference experience with your student, including what they learned, what they enjoyed, and their ideas for improving the conference. Encourage your student to complete the conference evaluation form. Please feel free to email the MSAN Project Manager, Connie Showalter, at connie.showalter@wisc.edu with additional feedback. Review and discuss with your student the action plan their team created 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.

Conference Location

The DoubleTree by Hilton Washington DC-Crystal City

Address: 300 Army Navy Drive, Arlington, VA 22202

Phone: 1-703-416-4100

Web: hilton.com/en/hotels/dcaaedt-doubletree-washington-dc-crystal-city/

Emergency Contact Information: Obtain and include below the cell numbers of the chaperones who will accompany your student. Save this document for your reference.

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 conference!

Planning & Preparation

- Set the stage before the conference. 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 MSAN Scholars who will be attending the conference as delegates from your district.
- Ensure you have received the following three forms from all student attendees:
 - (1) MSAN Student Conference Consent Form
 - (2) Emergency Contact Form
 - (3) Medical Information Form
- The planning committee has selected several readings and materials for your team to review and reflect on before arrival at the conference. These required materials can be downloaded from <http://msan.wceruw.org/conferences/studentConf.html>. Be sure to review and discuss these materials with your students prior to arrival.
- Please plan to arrive between 4:30-6:30 p.m. EST on **Wednesday, Nov. 12, 2025**, to check in.
- Chaperones are responsible for ensuring 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 the Conference 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

- ☐ Ensure you have completed/signed copies of the MSAN Student Conference Parental **Consent Form**, the **Emergency Information Form**, and the **Medical Information Form** for each of your students; be sure the forms are completed in their entirety.
- ☐ Ensure you are aware of and have noted all 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](#). Pre-readings and helpful considerations will assist you in preparing yourself and your students to maximize the MSAN Student Conference experience.

MSAN STUDENT CONFERENCE INFORMATION FOR STUDENT DELEGATES

Congratulations on being selected as a delegate from your school district for the 2025 MSAN Student Conference! You are joining a community of *MSAN Scholars* from around the country who are working to advance 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 before 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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• All participants should wear clothing that will allow for comfortable movement.• Shorts or skirts should be mid-thigh or longer. Sheer clothing requires appropriate underlayers. 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 Alexandria 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 or call (608) 263 - 1565.

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 your 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 8/4/2025)

Your student has been selected to represent _____
(name of district) at the annual MSAN Student Conference to be held November 12-15, 2025, in Alexandria, Virginia. By signing this consent form, you acknowledge that you have read the conference preparation materials and grant permission for your student to attend. Included in the conference agenda is a tour of Howard University.

Name of Student: _____

Name of Parent/Legal Guardian: _____

Signature of Parent/Legal Guardian: _____

Emergency Contact (phone number): _____

The MSAN Student Conference may receive media coverage from reporters, photographers, and videographers. Students may also be interviewed 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 student appears.

___ Yes, I give my permission for photos/videos/interviews of my student to be used.

___ No, I do not give my permission for photos/videos/interviews of my student to be used.

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



MSAN
Multicultural Student Achievement Network

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
Multicultural Student Achievement Network

MSAN Student Conference **Medical Information Form**

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

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

Yes___ No___

If yes, please explain:

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

Yes___ No___

If yes, please explain:

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

Yes___ No___

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

4. Does your student have any known allergies?

Yes___ No___

If yes, please explain:

5. Date of last tetanus booster: _____