

Frequently Asked Questions (FAQs)

Conference Registration – *Students must register by **Feb. 1, 2019** to present their research. Other attendees must register by **Feb. 15, 2019** to secure their meal.*

Q: I'm a student with a STEM major and want to go to the symposium. How do I attend?

A: STEM students should work directly with the ILSAMP coordinator of their school and they will be instructed on how to register. [Click here](#) to find the coordinator of your respective school: [School Coordinators](#)

Q: I'm a STEM student but I don't have research material to present. Can I still attend the conference?

A: Yes! As long as you are a full-time student registered at any one of the participating colleges/universities, you are able to attend.

Presentations/Abstract Submission

Q: I want to participate by showcasing my STEM research. How do I sign-up to present?

A: You must [submit an abstract](#) of no more than 250 words AFTER you register for the conference. Your research advisor and ILSAMP coordinator must approve your abstract before it is submitted. Presentation specifications can be found in the documents for [Abstract Criteria](#) and [Poster Requirements](#). *The deadline is Friday, February 8, 2019 at 6 pm CST.*

Q: Can I give a poster and oral presentation?

A: Yes. You must separately submit your abstract for both types of presentations. Oral presentations are allocated for 15 minutes maximum.

Hotel Accommodations (registration is needed by Friday, February 8, 2019)

Q: I am a student and would like to stay overnight on Friday, February 22nd. How do I reserve my room?

A: Your ILSAMP coordinator will reserve a hotel room for you, but you must let them know you wish to stay overnight. [Click here](#) to find the coordinator of your respective school: [School Coordinators](#)

Q: What is the best way to book my hotel room?

A1: Attendees who are not affiliated with CSU have 2 ways to register:

- Coordinators that are responsible for reserving rooms for students should call Hilton general reservations at 800-445-8667 to provide a room list. You can reference either the booking code, "RCSU", or the group name, "Center for STEM Education and Research".
- Individuals can call Hilton general reservations at 800-445-8667. Please reference the booking code or group name which are "RCSU" and "Center for STEM Education and Research", respectively.

Reservations can also be made online at

<http://group.hilton.com/CenterForSTEMEducationResearch>. Use the group code "RCSU" during your booking.

A2: Students, faculty and staff who are affiliated with CSU should contact Dwayne Ross in SCI-101 at x2450 or by emailing dross24@csu.edu before 5pm Friday, February 8, 2019.

Q: I want to room with one of my classmates. Am I able to choose my own roommate?

A: Your ILSAMP coordinator is responsible for room assignments from your institution.

Transportation/Travel Expenses

Q: Will transportation be provided for students?

A: Buses will provide round-trip rides from Chicago State, UIC, and DePaul. If you wish to take a bus from one of these three locations, please contact your institution's [ILSAMP coordinator](#) for specific details.

Q: I will be driving my personal car to the conference. Will I be reimbursed for mileage?

A: Most institutions will be providing transportation for their students. For schools that arrange for a bus, mileage will not be reimbursed. Please consult with your institution's [ILSAMP coordinator](#) for details.

Attire and Conference Etiquette

Q: Are we allowed to drink alcohol at the event?

A: Attendees who are 21 years of age and older cannot be prevented from consuming alcoholic beverages. However, as within any professional setting, you are expected to drink responsibly and conduct yourself appropriately. Keep in mind that if you indulge you will be required to have proper identification and beverages will be at your own expense. Remember that your schools' Code of Conduct applies to this event and violation of this code could have serious consequences for you.

Q: What Should I wear on Friday and Saturday?

A: Friday night's dinner and keynote address are formal, but to make it easier to meet students and faculty from other schools, we encourage everyone to dress in school colors and/or school clothing. Jeans are ok, but again, remember you are at professional event, so keep things appropriate.

Saturday is business casual which means no jeans, workout clothes, revealing clothing or other outfits more appropriate for a Saturday night out with friends than at a conference – not sure, ask someone. Remember to wear comfortable shoes – you will be on your feet a lot. We know you want to be fashionable, but find a balance between fashion and comfort. This goes for men and women.

Meals

Q: Do I have to bring my own food?

A: Breakfast, lunch, and dinner will be provided for all registered attendees. If you have special dietary requirements, please indicate your needs during registration and the hotel will do their best to accommodate you. Note: As a federally funded event, the organizers and participating schools are not allowed to reimburse for meals, drinks or snacks that are within the hours of the symposium. For more details, please refer to [NSF Reimbursement Guidelines](#).

Q: I have special dietary needs. Will my requests be accommodated?

A: You will identify dietary restrictions during the registration process. Since the hotel needs time to accommodate the needs of attendees, the last day for you to secure a specific *type* of meal (vegetarian, gluten free, vegan, etc.) is **February 15, 2019**. After that date, you are not guaranteed to have a meal and may be required to pay.