

Pittcon® 2020 Student Coordinator Final Report

Linda Rukavina - Chair
 Cally Shouse - Chair-elect
 Valerie Cassidy - Staff

2020 Timeline: (Submitted from 2019)

Months (prior to Pittcon)	Item
6.75	Send request to sponsors for Student Aide Nominations
5.75	Send requests to Committee Chairs for number of Student Aides
5.5	Collect Student Aide nominations from sponsors
4.5	Collect Student Aide requests from Committee Chairs
3.75 - 3.0	Semester Break/Christmas Holiday
2.75	Deadline for student acceptance and form submission
2.5	Collect all acceptance forms from students
2.25 - 1.5	Make changes & Develop schedule
1.25	Preliminary student assignments to Chairs
1.0	Notify students that they will be contacted by Committee Chair
0.75	Conference Week Information to sent to students
0.5	Final pre-show student assignments sent to students Final pre-show version sent to sponsors Final pre-show version sent to Chairs
0.25	Send list of monies needed each day for student stipends to Joe Cox and Treasurer
0	Pittcon!

2020 Milestones:

The following table indicates the 2020 target dates for each Student Coordinator Milestone. (Some of these dates vary from the 2019 Timeline Table above.)

Date	Task
9/10	Send request to sponsors for Student Aide Nominations
10/19	Send requests to Committee Chairs for number of Student Aides
11/15	Collect Student Aide Nominations
11/15	Collect Student Aide requests from Committee Chairs
12/2	Send notification letters to students (acceptance/waitlist) and student survey form to those accepted
	Semester Break/Christmas Holiday
1/1	Deadline for student acceptance and student survey form
1/10	Collect all acceptance forms from students
1/15	Make changes & Develop schedule
1/30	Preliminary student assignments to Chairs
2/5	Notify students that they will be contacted by Committee Chair
2/5	Conference Week Information sent to students
2/15	Final pre-show student assignments sent to students Final pre-show version sent to sponsors Final pre-show version sent to Chairs
2/15	Send list of monies needed each day for student stipends to Joe Cox and Treasurer
3/1 - 3/5	Pittcon!

Budget:

Budget Amount	Actual	Difference
\$6,500	\$8,735	(-\$2,235)

Budget overage occurred due to a change in stipends issued to students. This year student housing was at the Sheraton Grand-Chicago (headquarters hotel). Originally, the plan was that the students would receive both breakfast and dinner in the Hospitality Suite which would only require students to receive a \$15.00 stipend for lunch. Just prior to the conference it was determined that they would no longer be able to have breakfast at the hotel. Due to this change, it was necessary to provide an additional \$10.00 stipend to each student for breakfast. In previous years, student housing was provided at other nearby hotels and they received a complimentary Continental Breakfast during their stay.

Breakdown of Student Aide Assignments:

Committee	Student Shifts Requested	Student Shifts Scheduled
Activities	12	12
Employment	12	12
Expo	56	50
International/Info	23	19
Marketing	26	26
Networking	7	7
PIE	42	42
Publicity	8	0
Program	113	113
Registration	60	54
Short Courses	18	18
Total	377	353

Participation:

17 Schools

102 Students

3 Shifts

Saturday - Tuesday

Sunday - Wednesday

Monday - Thursday

11 Committees accommodated

Each student was required to work four 4-hour shifts over four days.

We tried to avoid using post-docs and gave preference 1. Seniors, 2. Juniors

3. Sophomores, 4. Freshmen. As it turned out this year, we ended up exhausting the entire list of students nominated due to cancelations.

What worked well:

Valerie's coordination and experience

- Val is responsible for sending out all letters/communication and forms to Sponsors/Committee Chairs and Chair -elects/Sponsors/Students
- Val collects all of the student nomination forms from sponsors
- Val collects all of the student survey forms
- Val works with OnPeak to arrange student housing

Cally's student scheduling and meticulous spreadsheets

- Student Coordinator collects all Committee Requests
- Student Coordinator does all of the student scheduling
- Student Coordinator provides Joe Cox and Treasurer with daily breakdowns of monies needed for student stipends

Student's performance - Students represented their schools and Pittcon well. We did not receive any negative feedback.

Office location in the Short Course Office worked well, Valerie was there all day and could fill in gaps and answer questions when the Student Coordinator was not there.

Opportunities for Improvement:

- There were some issues with failure of individuals to meet deadlines. (Mostly with students.)

- Many, many schedule changes were an on-going issue. Cally was still making changes right up to the conference. As a result of continuous revisions it can cause confusion.
- One of the issues seemed to be with housing. Overall I think it worked well having the students in the HQ Hotel but, there seemed to be some confusion or misunderstanding with students when booking their housing arrangements. It needs to be defined more clearly regarding required arrival and departure dates. There were some issues with students arriving early and departing later than they should have. Cally has already addressed this with OnPeak for next year's conference.
- Next year's student stipends need to be determined prior to submitting a budget request.