

## **Frequently Asked Questions regarding Registration and Travel Grants**

### **Registration**

#### **Do I need to pay when I register?**

Yes, you will need to pay as soon as you register. The payment will then be authorized and shown as paid in real time.

#### **What formats of payments are acceptable?**

You may pay with Visa, MasterCard, American Express card or check. If you are paying by check your account will be shown as unpaid until we receive the check and we will manually update your profile.

#### **Who do I mail my check to?**

Please mail your check to:

Heather Carbary  
Student Registration  
Great Minds in STEM  
3900 Whiteside St.  
Los Angeles, CA 90063

#### **Why do I need to upload my resume?**

Recruiters will be able to access your resume through our LYNX scanning system only if you uploaded it to your registration account once you have registered for the Conference. Your resume should be a PDF, DOC or DOCX no larger than 2MB. Great Minds in STEM™ will once again be hosting a Resume Room at the Conference, so bring a soft copy to make changes.

#### **When will I be notified if I am a HENAAC scholarship winner and when will I be presented with my award?**

If you are chosen to be a scholarship recipient, you will be notified on Friday, August 5, 2011. You will be presented with your award during the HENAAC Conference Student Leadership Dinner on Saturday, October 8, 2011.

#### **When will I be notified if I am a Technical Poster Finalist and what do I receive?**

You will be notified on Monday, August 15, 2011 via email.

Finalists will be provided airfare to and from the Conference, based on a 21-day reservation. Finalists, who choose to travel by vehicle, will be reimbursed mileage to and from the Conference. Further details will be provided upon acceptance.

Finalists, whose travel, lodging and registration have been arranged and fail to present will be billed the costs of any associated travel, pre-registration and lodging expenses. No exceptions will be made to this rule.

Below is the schedule for Technical Poster Finalists:

#### **Friday, October 7, 2011**

##### ***Setup:***

Posters must be set-up between 9:00 AM -12:00pm

##### ***Judging:***

Presenters should plan on being with their posters for judging from approximately 2:45pm -4:45pm  
**Saturday, October 8, 2011:**

Posters will be moved into the career fair exhibit area. Posters may be picked up at the Conference logistics room after the conclusion of the Student Leadership Dinner. Winners will be announced at the Student Leadership Dinner.

### **When I arrive to the HENAAC Conference, where do I go to check –in?**

All student Conference attendees will be staying at Disney’s Coronado Springs Resort. Student registration will take place at Disney’s Coronado Springs Resort’s Sierra Desk in the South Lobby.

When you check in, you will receive your name badge. In addition to giving you access to Conference events, you will need to present the badge to the hotel in order to receive your room key.

College Bowl participants must register at the Student Registration Desk before going to the college bowl registration site. College Bowl applicants will be notified prior to the Conference if selected to be part of the college bowl.

Technical Poster Finalists must register at the Student Registration Desk before going to the Technical Poster registration site. Finalists will be notified prior to the Conference if selected to present at the conference.

### **How do I get my hotel assignment?**

In order to check in to the hotel room, you must first check -in for the Conference at the student Center at the Sierra Desk to receive your hotel assignment. Hotel assignments will be **pre-arranged** by Disney’s Coronado Springs Resort based on gender and university - with three to four students to a room. We will not be able to accommodate to special requests unless for medical or security reasons. If this is the case, please contact Heather Carbary directly at [hcarbary@greatmindsinstem.org](mailto:hcarbary@greatmindsinstem.org).

### **How do I earn a FREE ticket to Walt Disney’s Magic Kingdom® Park?**

Great Minds in STEM™ will be offering an opportunity for our Conference student attendees to earn a free ticket to the *Magic Kingdom*® Park. The tickets will be for Saturday, October 8, 2010 following the Student Leadership Dinner. To earn a ticket you must participate in the following Conference activities:

#### **General Student Attendees:**

Must attend 4 seminars (this can include a Graduate School Workshop)  
Must attend the Friday Awards Show

#### **Scholarship Recipients:**

Must attend 4 workshops (this can include a Graduate School Workshop)  
Must attend Thursday Meet and Greet  
Must attend the Friday Awards Show

#### **Technical Poster Finalists:**

Must attend Technical Poster Competition  
Must attend at least 1 workshop (this can include a Graduate School Workshop)  
Must attend the Friday Awards Show

#### **Protégé Mentor Participants:**

Must attend 4 workshops (this can include a Graduate School Workshop)  
Must attend Thursday Meet and Greet

Must attend the Friday Awards Show

**College Bowl Participants:**

Must attend all Thursday and Friday College Bowl events

Must attend the Awards Show

Must attend 1 Seminar on Saturday

**What is the recommended Student attire?**

**Thursday:**

Travel - Comfortable casual clothing

Conference - Change to business casual to attend Conference events

**Friday:**

Conference - Business attire to seminars and workshops

Awards Show - Formal elegant wear for ladies and business attire for gentlemen

**Saturday:**

Career Fair - Formal business attire

Student Leadership Dinner - Formal Elegant Wear for ladies and business attire for gentlemen

**Sunday:**

Travel - Comfortable casual clothing

**How much is the Career Fair?**

For students it is free. Just show us your student ID card and give us one copy of your resume.

**If I am unable to make it to the conference, how do I cancel my registration?**

You may click unregister to cancel your registration profile. This will then prompt you to another window to answer a short survey regarding your cancellation

**Will I be able to get a refund?**

Refunds, less a 10% administrative fee, will be issued upon unregistering and submitting your cancellation online via your profile. Refunds request will only be accepted until September 12, 2011. No refunds will be issued on cancellation requests received after this date.

**TRAVEL GRANTS**

**What is a “HENAAC Conference Travel Grant”?**

Great Minds in STEM™ realizes students have limited resources to attend conferences and other important networking events. In 1994 Great Minds in STEM™ (then known as HENAAC) initiated a program where we would purchase airfare for qualified HENAAC Conference student attendees.

**What are the requirements to apply for a travel grant?**

The 2011 HENAAC Conference will be held in Lake Buena Vista, Florida at Disney’s Coronado Springs Resort. STEM students traveling to the HENAAC Conference from 400+ miles outside of the greater Orlando area are eligible to apply. As a non-membership organization, Great Minds in STEM does not require that travel grant applicants be members of any particular organization.

**If I meet the requirements, how do I apply for the travel grant?**

You must first complete the HENAAC Conference student registration process. Your student registration fee must be paid in full before you are considered a travel grant applicant. Within the student registration page, there is a section that asks if you wish to apply for the travel grant. Check the box and you will be

asked to complete the “HENAAC Conference Student Participation Agreement”. Check all seven (7) statements agreeing to the terms and conditions of the participation agreement. You will then be asked for your choice of airports from which to depart and arrive.

#### **What is the deadline to apply for a travel grant?**

The deadline to apply for a travel grant is Tuesday, September 6th. However, the earlier you apply, the better your chances are of being awarded a travel grant.

#### **How are travel grant recipients selected?**

There are a number of factors involved in the selection of our travel grant awardees including when the student registered (first come – first served), is the student a STEM major, are they involved in student and/or community organizations, the cost of airfare from the departing airport to Orlando, FL., and the number of students applying from the same university.

#### **For what dates will airfare be purchased?**

Individual travel grants are available only for student arrival on Thursday, October 6th and departure on Sunday, October 9th.

#### **What if I cannot miss classes, labs or an exam on Thursday morning and cannot depart until the evening? Or what if I have to arrive home by a specific time on Sunday?**

You must let Kathy Borunda Barrera, Manager of Recognition Programs at the Great Minds in STEM™ office know your individual situation. If possible, we will try to accommodate your travel needs.

#### **What if I can only travel to and from one airport because another airport would be too far?**

In that case you should list the same airport for selection 1 and 2. Do not list an alternate airport if it is impossible for you to travel to and from the listed airports. Great Minds in STEM™ will make every effort to accommodate your primary airport choice; however, the selection of airports is based on airfare costs at the time of airfare purchase.

#### **How will I know if I was awarded a travel grant?**

If you are selected, Great Minds in STEM™ will contact you via email to confirm your Conference attendance and airport selection(s) before purchasing your airline ticket.

#### **Once selected, how long do I have to confirm my travel to the HENAAC Conference?**

You have 48 hours to confirm your Conference attendance and airport selection. If you do not respond in 48 hours, your travel grant will be awarded to the next qualifying student.

#### **How and when will I receive my travel itinerary?**

Once you are selected and Great Minds in STEM™ receives your email confirmation, your airfare will be purchased. Your travel itinerary will be sent to you via email within two-three weeks.

#### **Will I be traveling with other students from my university?**

We make every effort to place students from the same university on the same flights. However, it does depend on when you apply for the travel grant and pay your student registration fee.

#### **Does the travel grant include transportation to and from the airport?**

The travel grant does not include transportation to and from the airport. We do encourage you to take advantage of Disney’s Magical Express. This program provides complimentary transportation from the Orlando International Airport (MCO) to Disney’s Coronado Springs Resort and back.

### **How do I sign up for Disney's Magical Express?**

We encourage you to take advantage of Disney's Magical Express, the latest innovation in Disney's commitment to service and convenience. This exclusive complimentary shuttle and luggage delivery service conveniently takes you from the airport directly to your Disney Resort and back again when it's time to return. It's the hassle-free benefit that allows you to arrive at your meeting or event relaxed and stress-free. To book, call 407-827-6777 or visit [www.DisneyConventionEars.com/dme](http://www.DisneyConventionEars.com/dme) for more information. To take advantage of this great program, **you must make your reservations no later than Friday, September 9, 2011**. It is Located on the B-side of the Main Terminal, on the Ground Transportation Level (Level 1), at Commercial Lane spaces B42-B47.

### **What if I change my email address?**

If the email address used on your registration page changes, it is very important to update your profile so that your correct email address is on file. Travel information and other student related conference details will be sent prior to the conference – all via email.

### **What if I cannot attend the HENAAC Conference and airfare has been purchased?**

If you cannot attend the Conference and your airfare has been purchased by Great Minds in STEM™, you will be held responsible for the complete cost of the airfare. We are not able to receive refunds from airfare purchased in your name; therefore once the airline ticket is purchased, it is non-refundable. You will be expected to reimburse Great Minds in STEM™ no later than November 30, 2011.

### **What if I want to change my travel itinerary after it is purchased by Great Minds in STEM™?**

If you make changes to your travel itinerary, you are responsible for any fees associated with the airline in making these changes. You would need to call the airlines to make those changes and pay for any fees.

### **Will I be notified if there are changes to my flight?**

Once you receive your travel itinerary, it will be your responsibility to check with the airline to verify your scheduled departure and arrival times.

### **What happens if I miss my scheduled flight?**

You are responsible for any missed flights and for any fees associated with the airlines in re-scheduling a flight.

### **What is the last day you will notify travel grant applicants if they will be awarded?**

The last day Great Minds in STEM™ will purchase student travel is Friday, September 9th. Notification to non-awardees will be sent out on Monday, September 11th.

### **What if I applied but was not awarded a travel grant?**

You would have to make your own travel arrangements to attend the HENAAC Conference.

### **If I was not awarded a travel grant and cannot afford to purchase my own travel, will I be able to receive a reimbursement of my paid student registration fee?**

If you are not selected by Great Minds in STEM™ to receive travel funding, your registration fee (minus a 10% administrative fee) will be reimbursed only if you cancel your registration by Monday, September 12th, 2011.

### **If I live less than 400 miles from Orlando, can I still receive travel funding?**

As part of our Travel Grants, Great Minds in STEM also sponsors bus transportation. In order for Great Minds in STEM™ to secure a bus, a minimum of thirty (30) students would have to be traveling to the

HENAAC Conference from the same general area. The students do not need to be from the same university to qualify for a bus.

**If I choose to drive my car to the HENAAC Conference, could I get reimbursed for my traveling expenses?**

Great Minds in STEM™ does reimburse for gas expenses. There must be a minimum of three (3) students traveling in the same vehicle to qualify for gas reimbursement. Gas reimbursement forms will be available at the Conference Student Registration counter. Gas reimbursement checks will be issued by the end of December 2011.

**What is the amount I will receive for gas reimbursement and which universities qualify?**

The following are the gas reimbursement rates: Florida International University - \$120, Florida Atlantic University - \$100, University of Florida - \$70 and University of South Florida - \$50.

**What about parking expenses at the HENAAC Conference?**

Parking on the Disney's Coronado Springs Resort property is free of charge.

**Who do I contact if I have additional questions regarding the travel grant award process?**

If you have questions or require additional information, please contact the following individuals:

**Airfare:**

Kathy Borunda Barrera  
Manager of Recognition Programs  
(323) 262-0997, extension 300  
[kbbarrera@greatmindsinstem.org](mailto:kbbarrera@greatmindsinstem.org)

**Car, Bus, Student Registration:**

Heather Carbary  
University Relations Coordinator  
(323) 262-0997, extension 202  
[hcarbary@greatmindsinstem.org](mailto:hcarbary@greatmindsinstem.org)