



REGISTRATION

U.S. ARMY, NAVY, AND AIR FORCE SPONSORED
50TH NATIONAL JUNIOR SCIENCE & HUMANITIES SYMPOSIUM
May 2-6, 2012
Bethesda, Maryland

General Information Regarding Pre-Registration of Students and Chaperone

The regional director, or his or her representative, pre-registers the national delegates and the designated chaperone. If the regional director plans to attend and is not the chaperone, please register separately through www.jshs.org under "all other participants".

Pre-registration is required immediately following the symposium or no more than one week after the completion of the symposium. The registration deadline is April 2. Early regions please feel free to register as soon as you can. Regions conducted after this date, please contact us for additional instruction.

As in the past, we ask for your assistance in following up with students. When you are communicating registration requirements to the students, please emphasize two important points:

1. Airline travel, please ask the students to think about any conflicts and confirm their commitment to attend National. Once an airline ticket is purchased, we cannot change that ticket or obtain a refund.
2. Please emphasize early submission of the research paper and abstract for poster and paper presenters. All students must submit an abstract through www.jshs.org. Instructions for paper presenters, poster presenters and delegates are available on www.jshs.org.

When you have completed the Pre-Registration process, please remind your delegation to log on and complete their registration. ***They can then enter our secure website with their social security number.*** Please Note the following change in communication: after pre-registration is complete, travel reservations for the delegation will be coordinated with the chaperone who will be travelling with the student delegation, or meeting them enroute.

How to Pre-Register your Delegation

Collect the following information about the students and designated chaperone:

- **Legal name: (first, middle name or middle initial and last name).** Note: New airline regulations require that the "name" appearing on the airline ticket match the name on the I.D. presented during airport check-in. New regulations also require that a middle name or initial be listed.
- **Social Security Number**
- **E-mail address**
- **Cell phone with area code (if no cell phone, home phone, please)**
- **Participation category (i.e. delegate, paper presenter, or poster presenter)**
- **Scholarship award level at regional (1st, 2nd or 3rd)**
- **Departure/arrival airport and dates of travel,**
- **Date of birth: Month, Day and Year**

- **Commitment to attend:** If the student has not determined his or her commitment to attend the National, please enter a note under the notes section for that delegate. Airline tickets will not be purchased until we have been informed of the student's decision. It is highly recommended that you establish a deadline of one week following the completion of your regional symposium.

Logon to: www.jshs.org, Click the "National Symposium" button on the horizontal bar directly under the JSHS logo. **On the top of the next page click on "REGISTER".**

- Click on "JSHS Regions Please Register Here"
- Enter the information you have collected for up to five students and one chaperone.
- Click complete Pre-Registration

Authorization code and access to group registration: Upon successful completion of the pre-registration for your delegation, both you and the chaperone will receive an e-mail letting you know that pre-registration is complete. That e-mail will also contain an *authorization code*. This code will allow you and the chaperone to see up-to-date information on the entire regional delegation.

Finalizing the Registration Process

Students and their chaperones will be able to logon to our secure site with their social security number to complete the registration process by entering their personal information and choices regarding rooms, meals, tours and special needs.

- **For all students and chaperones:** Logon to: www.jshs.org, Click the "National Symposium" button on the horizontal bar directly under the JSHS logo. On top of the next page click on "**REGISTER**". Click on "Pre-Registered Students and Designated Chaperones Register Here" and enter your social security number to access and complete your registration.
- **For all students:** On the left margin of the website click on "**All Students Submit a Consent Form**" print, complete and E-mail, U.S. Mail or Fax your signed form to the address shown at the bottom before April 2, 2012. The Consent Form absolutely must be in our hands prior to April 27th (Academy staff departure for National) or you will not be able to attend.
- **For all students:** On the left margin of the website click on "All Students Submit Abstract" to **submit your 200-word abstract** in electronic format. (Paper-form submissions are allowed only by exception from the National JSHS Office). The format for the 200-word abstract includes: 1 inch margins, keyed in 10 or 12 point font (Times or Times New Roman). Abstracts must be adequate in length but not exceed these specifications. The header preceding the abstract text includes:
 1. Title of the research
 2. Your name
 3. Name of your high school, high school city, and state
 4. Name of your teacher/sponsor/mentor and his or her organization. Precede the person's name with a subheading (i.e. teacher, mentor, sponsor).

Please be prepared to report the research discipline of your abstract. ***Abstracts are published exactly as submitted and are distributed in book-form to all symposium attendees while attending the National Symposium.*** The **abstract submission deadline is April 2, 2012.** Do not miss this deadline or the book will be published without your abstract!

- **For all students and chaperones:** Be sure to [review the status of your travel reservations](#) on www.virtuallythere.com.
- **For Paper and Poster Presenters only:** [Submit a research paper in electronic format](#). (Paper-form submissions are allowed only by exception from the National JSHS Office). The on-line submission will also prompt for the research discipline reported in the abstract, audio-visual requirements, and affirmations regarding animal experimentation, consent to film or publish, and statement on previous research. *The research paper is used as a supporting document during the judging process.* See www.jshs.org National, for instructions on electronic submission of research papers. Follow the prompts to upload the paper from a file attachment to a .pdf or .rtf file.)
- **For Paper and Poster presenters only:** [Review and comply with the national JSHS Guidelines](#) and Ground Rules for Student Research Paper Presentations. (See www.jshs.org Guidelines section).
- **For Paper and Poster Presenters only:** Prepare and submit the [Statement on Outside Assistance](#) in electronic format. Please see the National symposium section for instructions on electronic submission of the "Statement on Outside Assistance".

Instructions for All Others

(Teachers and Regional Directors (who are NOT serving as Chaperones), Parents, and Other Guests)

- **Logon** to: www.jshs.org, Click the "National Symposium" button on the horizontal bar directly under the JSHS logo. On top of the next page click on "REGISTER".
- Click "All Others Please Register Here"
- Enter registration, including personal choices for tours (if available), hotel reservations, and meal choices. Be sure to enter any special dietary needs or other special needs you may have.

You will be directed to PayPal at the end of the registration where credit cards are accepted. The Academy does not accept checks or credit cards directly.

Registration Deadline -- April 2 (Early symposia please register by March 21)

IMPORTANT NOTE:

If your regional symposium will be held after April 1, the regional director must contact the National JSHS Office to coordinate a date for registration, papers, abstracts and other required forms.

CONTACT INFORMATION:

The National Junior Science & Humanities Symposium (JSHS) Office

Academy of Applied Science

24 Warren St., Concord, NH 03301

Tel. 603/228-4520; FAX 603/228-4730

www.jshs.org

Registration questions: email Kate trojano@jshs.org or Pamela phampton@aas-world.org

Scholarship administration: email Pamela: phampton@aas-world.org

Travel questions: email: Sandy@pennypitoutravel.com

Policy, program and student sessions: email: Doris cousens@jshs.org