



Minorities Striving and Pursuing Higher Degrees of Success (MS PHD'S) Professional Development Program

MS PHD'S-GEO REU

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Agenda

Am I required to attend the full week of December 11-18, 2015?

Yes. All participants must attend the full week including pre-AGU in-house activities. Participants are expected to arrive on Friday, December 11, 2015 and will depart on Friday, December 18, 2015. If you are unable to attend for the full week, please let us know as soon as possible so that we may offer your slot to another candidate.

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Do I have to participate in all activities on the Agenda?

Yes. The agenda is designed to enhance your professional experience, and is necessary in order to provide students with as many networking and professional development opportunities as possible. Therefore, please keep in mind that to be early is to be on time, to be on time is to be late, and to be late is not an option. Thoroughly review the agenda and adjust your schedule accordingly. Please keep in mind that the agenda may be subject to changes and you must be willing to accommodate those changes. Any changes will be communicated to the cohort via text messaging, phone call or at a group meeting. Agenda changes are rare but can happen so please be prepared to adjust your schedule if necessary.

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Am I required to participate in all in-house professional development activities?

Yes. All participants will engage in the in-house activities found on the agenda. We do not make exceptions for participants to miss these activities in order to engage in outside interests.

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Questions About AGU

Do I have to do my own AGU registration?

No. When you complete the Information/Travel/AGU registration form, we will handle your registration. AGU will mail registration materials to you.

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Do I need to have my student ID while at AGU?

Yes. AGU may require verification of your student status before releasing your registration materials. Please be sure to have a current student ID with you. Also, as an added bonus, many businesses and local attractions may offer additional discounts upon presentation of a current student ID.

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I applied for and received an AGU Student Travel Grant. How does this impact my participation in the MS PHD'S program?

Congratulations on receiving an AGU Student Travel Grant! Please be sure to accept the award by the stated deadline. *MS PHD'S-GEO REU* will cover costs of travel, lodging, food and AGU registration. Program administrators are working with AGU administrators to determine the appropriate disposition of student travel grants awarded to *MS PHD'S-GEO REU* participants.

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I have an abstract to present at AGU. Will I be allotted time in the agenda for my presentation?

Congratulations on being accepted for presentation at AGU! Accommodating your presentation within the agenda will not be a problem. In fact, you will be asked to provide that information so that we can include your presentation in our supplemental recommended activities. You will see a place for the information on your Information/Travel/AGU Registration Form. We want to be there to support you!

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Do I have to attend all AGU presentations listed on the MS PHD'S-GEO REU Agenda?

Attendance at AGU Presentations given by *MS PHD'S* affiliated speakers and presenters as well as recommended lectures and workshops and noted as (*Optional*) on the agenda is not required. We do, however, encourage everyone to include as many of these presentations as you can when building your AGU itinerary. We like to be there to support one another and these presentations are by both former and current *MS PHD'S* participants. It's a great way to get to meet and know the larger *MS PHD'S* family outside of your cohort. Also, your attendance at these presentations offers opportunities for discussion and professional critique to enhance participant presentation and critical review skills. Please do go to as many as you can!

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Travel

Do I have to book my own airline ticket?

No. When you complete the Information/Travel/AGU registration form we will book your airline ticket and it will be emailed to you approximately two weeks before the conference. All tickets will be ticketed electronically. Your final itinerary once ticketed should have an airline reservation number, your seat assignment and an electronic ticket number. ***Please print itinerary and bring to airport check-in with appropriate travel documents (e.g., government issued ID, passport, etc.)*** Airline tickets are non-refundable. Once your airline reservation is complete, if you are unable to attend due to unexpected circumstances, you will be asked to reimburse the program for the cost of your ticket. The ticket will be yours to keep subject to airline companies' rules for change fees.

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After the conference I want to go visit friends or family before returning to my home. Can I book multi-city airfare?

MS PHD'S-GEO REU funds only round-trip tickets. Requests for multi-city travel may result in additional fees for which you will be responsible. Please contact pdp@msphds.org to discuss your request for multi-city airfare.

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Do I have to pay to check my luggage and if so, can I be reimbursed?

You are responsible for the cost associated with checking your baggage. Please be sure you consult with your airline carrier to find out the price and weight for each checked bag. The program does not reimburse for checked baggage fees.

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Do I have to pay for my own transportation to/from hotel and airport and if so, can I be reimbursed?

You are responsible for your transportation to/from the airport. You may take a cab or use a shared shuttle bus company. Visit [SFO Ground Transportation](#) for ground transportation options at San Francisco airport. Try to make your arrangements prior to your departure. Once all travel arrangements are completed for all participants, everyone will receive a list of participant names, emails and travel information so that participants can contact each other and arrange shared ground transportation if they wish to do so.

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Does the hotel offer an airport shuttle service?

No. The hotel does not have an airport shuttle bus.

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Hotel

Do I have to book my own hotel room?

No. We will arrange lodging for all participants at the [Beresford Arms Hotel](#). This is a smoke free apartment style hotel with a full kitchen in each room and wireless internet throughout the building. Continental breakfast is served daily in a buffet-style. There is also a free afternoon wine and cheese social in the hotel lobby. Any additional charges to the room, such as room service, room phone usage, and laundry service will your responsibility.

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Will I be sharing a room with other participants?

Yes. You will be sharing your suite with other members of the program. Please be respectful of your roommate's study and sleeping habits as well as their personal space.

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Am I required to stay at the same hotel with the cohort or can I make alternate lodging arrangements?

All participants are required to stay at the Beresford Arms during our weeklong activities.

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What is the procedure for checking into the hotel when I arrive?

You will check in at the front desk. Please advise the clerk that you are staying with the *MS PHD'S* group. Hotel staff will have a list of names and will provide you with a room assignment and key.

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What should I do if there is a maintenance problem in my room such as no heat or power?

You will need to contact the front desk so that their staff can resolve any issues with your room.

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Meals

On the agenda, some meals are referenced as “on your own”. Do I have to pay for these meals?

The program provides a per diem for all meals “on your own”. Per diem will be sent to you from the Institute for Broadening Participation in a lump-sum check to the address you provide on your Information/Travel/AGU Registration form approximately two weeks prior to AGU. Per diem includes a \$10.00 allowance for breakfast, \$15 allowance for lunch, \$25.00 allowance for dinner. The values are calculated from the average daily San Francisco, CA meal per diem minus the program and conference provided meals for each day you are here. It will be up to you to reserve these funds for your per diems (meals on your own) while in San Francisco. Therefore, it is your responsibility to budget the money wisely and keep it in a safe place.

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MS PHD’S-GEO REU Diversity and Professional Development Activities

Do I have to complete all MS PHD’S-GEO REU pre-conference assignments in the order they are listed on the website?

As long as all assignments are completed and submitted by the stated deadlines, you can work on them in any order that is best for you. For example, some students like to plan their oral presentations early so that they can share with advisors and friends for feedback prior to submission to pdp@msphds.org.

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I’m done with one or more of my MS PHD’S-GEO REU pre-conference assignments. Can I submit them to pdp@msphds.org now?

Yes. Assignments can be submitted anytime up to the stated deadline.

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I missed a deadline. What should I do?

Please contact pdp@msphds.org to discuss missed deadlines and late submissions.

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Why do I have to update my profile?

MS PHD’S Mentee profiles are a valuable tool for networking. Your profile will be distributed to our roster of science meeting mentors. Science meeting mentors will review profiles and select students to mentor at AGU based on shared research, academic and career goals. These pairings have led to future academic and research collaborations so please be sure to put care and thought into your updates!

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I went to update my profile but my name is not listed. What should I do?

Please email pdp@msphds.org.

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Do I have to contribute a recipe to the Multi-Cultural Food Festival?

Yes. All participants are expected to contribute a recipe to the multi-cultural food festival. For details on how to prepare and submit your recipe, please check the “[Multi-Cultural Food Festival Recipe](#)” link found on the MS PHD’S-GEO REU website. Please keep in mind that you should complete this in a timely fashion so that the staff has the necessary time to organize the shopping list. Your consideration of the deadline is greatly appreciated!

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I am not certain who I should choose for a Program Mentor. Can one be assigned to me?

We ask that you carefully review Program Mentor profiles and rank your preferences. When ranking your mentor preferences, please consider mentors with similar academic, research and/or professional interests. This activity was designed to enable you to build your skills in selecting

suitable mentors and advisors for future academic, research and career collaborations. Our administrators will review all rankings before finalizing mentor/mentee matches. Do the best you can!
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What are the expectations for Oral Presentations?

As members of the new incoming cohort, you will be expected to produce and present a 5-minute Oral presentation using PowerPoint. For details and suggestions on preparing your Oral presentation, please check the "[Oral Presentations](#)" link found on the *MS PHD'S-GEO REU* website.

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I completed my Career Development Plan but the mentor section is blank. What should I do?

Please print and bring your career development plan with you to AGU. The mentor section will be completed onsite in meetings and discussions with your mentors. Please also be sure to print and bring along a copy of the CV Tips, Leadership Styles, and at least 10 copies of your resume.

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Why do I have to do Daily Journals and an Anonymous Evaluation?

In order to support and sustain future *MS PHD'S* Professional Development Program activities including future *MS PHD'S-GEO REU* activities, it is important that participants provide feedback on the program and their experiences! Daily Journals and Anonymous Evaluations provide us with essential data necessary to comply with funding audit requirements.

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Other

What costs are covered by the program and what costs am I responsible for?

The program covers travel, lodging, food, and AGU registration fees. You are responsible for baggage check fees and ground transportation to/from airport and hotel as well as any miscellaneous expenses such as souvenirs or costs for leisure activities.

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Is there a dress code?

Yes. All *MS PHD'S-GEO REU* meetings are business attire or professional casual. Keep in mind that as you attend the AGU conference you are representing *MS PHD'S*; therefore, please dress appropriately. Also note that this time of year can be quite chilly for San Francisco as well as humid. Be sure to do a weather check before you do your final packing. For Oral Presentations and all AGU activities, you should dress in business attire. For field trips and evening activities, you may dress in casual but appropriate attire. Keep in mind that there will be a lot of walking; therefore try to wear comfortable shoes that compliment your professional attire. For more information on dressing professionally, please read the [dress code](#) information found on the *MS PHD'S-GEO REU* website.

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Will I have business cards?

Yes. The program will provide business cards at no cost to you. These will be in your welcome materials upon arrival at the hotel. The business cards will be printed with the information that you provide on your Information/Travel/AGU Form. Networking is a huge component of AGU and *MS PHD'S-GEO REU* activities so don't forget to have your business cards with you when you're out and about. One very helpful tip from a program alumnus, "Try to leave a favorable impression. That can be done by simply putting a big smiley ☺ face on the back of your business card or a reference to who you are."

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What is the difference between a Program Mentor and a Science Meeting Mentor?

Program Mentors stay onsite with the cohort and provide ongoing support, advice and encouragement as well as facilitating networking opportunities at AGU. Science meeting mentors do not stay onsite with the cohort and will primarily interact with you during AGU presentations as well as inviting you to select networking events. Science meeting mentors provide much of the same type of

support as program mentors and enhance your AGU experience with additional networking activities as well as professional advice and encouragement.

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Do I have any leisure time?

Leisure time is only to be scheduled outside of your *MSPHD'S-GEO REU* agenda. You are expected to participate in all activities as outlined in the program agenda. Please govern yourself accordingly.

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My question was not answered here. What should I do?

Please email pdp@msphds.org with any questions or clarification on program expectations.

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