Proposed Method to Manage Student Registration for IEEE 802 Plenary Sessions

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**Purpose:** For efficiently validating student registration applications while ensuring proper certification by an LMSC member, I suggest you follow a structured yet streamlined process that minimizes manual effort while maintaining accuracy:

### **1. Pre-Registration Form & Submission**

* **Online Form**: Create a digital registration form (CVENT). Include:
	+ Student's full name, email, and institution
	+ Academic program details (course load, field of study)
	+ Name & contact of the LMSC member for certification
	+ A link to a document that explains the IEEE 802 meeting process.
* **Document Upload/Verification** (optional but recommended): Require proof of student status, such as:
	+ Student ID
	+ Enrollment verification letter
	+ Current transcript or class schedule
* **Deadline & Instructions**: Clearly communicate when and how students must complete this step.

### **2. LMSC Member Certification Process**

* **Automated Email to LMSC Member**:
	+ Once a student submits the form, an automated email is sent to the LMSC member they listed.
	+ The email includes a link where they can quickly approve/reject the student’s application.
	+ They must confirm that they have verified the student’s eligibility and explained the IEEE 802 meeting process.
* **Manual Verification (if necessary)**:
	+ If the LMSC member does not respond within a set timeframe, Meeting Planner will follow up by emailing the member directly.
	+ Allow in-person verification at the event if needed (e.g., LMSC member signs off on a printed form or a file listing pending student registrations ).

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### **3. On-Site Registration & Payment**

* **Verified List at Check-In**:
	+ Keep an up-to-date list of approved students for quick look-up at the registration desk.
	+ Optionally, generate a QR code or confirmation number for each verified student to speed up check-in.
* **Payment & Badge Assignment**:
	+ Students submit payment information as part of the registration/application process.
	+ If a student is approved, the fee is processed by using the credit card information provided during registration.
	+ They receive a **"Student"** designated badge after confirmation.

### **4. (Optional) Automate the Workflow**

If you expect many student applications, automating parts of the process can help:

* **CVENT Portal**: A simple web-based dashboard for students to submit, LMSC members to verify, and admins to track. Auto-send confirmation emails upon form submission.

### **Final Thoughts**

This system ensures that:

* Students are properly validated without excessive manual work.
* LMSC members play a key role without adding too much burden.
* The registration and check-in process remains smooth.

### **📋 Student Registration Form Template**

#### **Student Information**

* **Full Name:** [Text Field]
* **Email:** [Text Field]
* **Phone Number (optional):** [Text Field]
* **Institution Name:** [Text Field]
* **Academic Program:** [Text Field]
* **Expected Graduation Year:** [Dropdown or Text Field]

#### **Student Eligibility Confirmation**

* **Are you currently taking at least 50% of a full-time academic program in an IEEE-designated field of interest?**
	+ ☐ Yes
	+ ☐ No (Ineligible)

#### **LMSC Member Information**

(*The LMSC member must confirm your student status and explain the IEEE 802 meeting process.*)

* **LMSC Member Name:** [Text Field]
* **LMSC Member Email:** [Text Field]
* **LMSC Member Phone (optional):** [Text Field]

#### **Document Upload/Verification (Optional but Recommended)**

(*Upload one of the following as proof of student status: Student ID, enrollment verification, current transcript, or class schedule.*)

* **Upload Proof of Student Status:** [File Upload]

#### **Acknowledgment**

* ☐ I certify that the information provided is accurate.
* ☐ I understand that I must pay the registration fee in person at the event.

🔘 **Submit**

### **📧 LMSC Approval Email Template**

(*Automatically sent to the LMSC member upon student form submission.*)

**Subject:** Action Required: Approve Student Registration for IEEE 802 Event

**Dear [LMSC Member’s Name],**

[Student Name] has applied for a **Student Registration Discount** for the upcoming IEEE 802 event. As an LMSC member, we require your confirmation that this student:

1. Is currently taking at least **50% of a full-time academic program** in an IEEE-designated field.
2. Has been **informed of the IEEE 802 meeting process** by you.

### **Approve or Reject Student Registration:**

Please click the appropriate link below to confirm their eligibility:

✅ **Approve Student** – Confirms the student meets the requirements.
❌ **Reject Student** – The student does not meet the eligibility criteria.

If you have any questions, please contact us at [Organizer Contact Email].

Thank you for your support!

**Best regards,**[Your Name]
[Your Role]
[Event/Organization Name]

### **✅ Next Steps**

* Once an LMSC member approves the student, they receive an **automated confirmation email** with event details.
* A **verified student list** is maintained for on-site check-in and badge printing.

### **📧 Student Registration Confirmation Email**

**Subject:** Your IEEE 802 Student Registration is Approved! 🎉

**Dear [Student Name],**

Great news! Your **Student Registration Discount** for the IEEE 802 event has been **approved** by [LMSC Member’s Name].

### **Event Details:**

📍 **Event Location:** [Venue Name & Address]
📅 **Event Dates:** [Start Date] – [End Date]
💳 **Registration Fee:** Pay in person at the event
🎟 **Badge Pickup:** Your badge will be labeled **"Student"** and will be available at the check-in desk.

### **What You Need to Bring:**

✔ A valid **photo ID** (to verify your identity)
✔ Proof of **student status** (if not already uploaded)
✔ Payment method for the registration fee

If you have any questions, feel free to reach out to us at [Organizer Contact Email].

Looking forward to seeing you at IEEE 802! 🚀

**Best regards,**[Your Name]
[Your Role]
[Event/Organization Name]

### **Next Steps:**

✅ Add an **optional reminder email** a few days before the event.
✅ Include a **QR code or confirmation number** for faster check-in (if applicable).