

Regional Student Paper Conference Rules

The fundamental objective of the AIAA Regional Student Paper Conferences (RSPC) is to provide student members with an educational experience that prepares them for their future as practicing aerospace engineers. Students attend the RSPC and present their technical work as they would at an AIAA Forum. In addition, they establish relationships, learn from others, and hone their communication skills. Their work, both written and oral, is evaluated by professional members serving as judges, with the primary intent of providing qualitative feedback on the quality of their work.

Student Paper Conference Rules

- A university student in good standing at their institution who is also an AIAA student member is eligible to submit and present a paper to the Regional Student Paper Conference (RSPC).
- A student member ID number will be required for each author listed on the paper and at the time of online registration to ensure that the student(s) is a current dues – paying member.
- A submission to the Undergraduate, Undergraduate Team, or Master's categories shall consist of both a written paper and an oral presentation.
- Students must present in their region, unless the Student or Student Branch has been granted permission, through the petition process, and with good cause to participate in a different RSPC. Students requesting a change in venue should contact the AIAA Student Programs Department to initiate the petition process.
- Students may only present their work at one AIAA RSPC per year.
- A student may not enter the same paper in more than one RSPC nor can he or she present a paper which has been presented in a conference sponsored by another society, another region, or if it has been accepted for publication. Presentations given to sub-entities of AIAA (such as local sections or committees) or any of the student's university affiliations are exempt from this rule.
- Only the work completed as an undergraduate or master's student is eligible for competition (No PhD Work).
- The primary concept of a paper must be the work of the author(s) listed. Papers that result from co-op, internship, and sponsored research must include an acknowledgement statement specifying contributions of other participants in the project. However, industry and government sponsors are not to be included as authors. The Judging Chairman reserves the right to establish that the work is, in fact the work of the author(s) listed.
- No industry personnel are allowed to be co-authors on any paper - they may be acknowledged at the end of the paper.
- One faculty advisor may be listed as a co-author on the student paper; however, the student must be listed as first author. Faculty co-authors may not present the paper or answer questions about the paper at the student competition, nor are they eligible to receive prize money. Violations of this rule will be subject to the paper being disqualified.
- The status of all authors (undergraduate, masters, faculty) must be clearly identified on the submitted paper, with a footnote on the title page. Responsibility for entry into the proper category (Undergraduate, Master's, Team) rests with the authors. Improper submissions that are identified and have not been corrected within two weeks of the competition will be disqualified.

- For the Undergraduate or Master's category, no more than two student authors and one faculty advisor may prepare and/or present a paper.
 - Papers prepared jointly by an undergraduate and a master's student will be scored in the Master's category.
- The Undergraduate Team paper can have 3 to 10 total student authors (undergraduates only), and one listed graduate student or one listed faculty advisor.
- Student Papers cannot exceed 11 pages single column (8.5 X 11) including acknowledgements, references, and appendices. Papers must comply with the AIAA Meeting Paper format (use the Word template). Deviations from this format may result in the paper being disqualified.
- Individuals or teams presenting more than one paper will not be eligible to win more than one award.
- Papers must be submitted by the presenting author to the AIAA Competition Admin site by the date established by the conference organizer.
- An AIAA RSPC may offer participants the option of presenting their paper virtually, at the organizers' discretion on a **case-by-case basis**. Any student wishing to present virtually must request a virtual slot in writing and with good cause to the conference organizers at a minimum of one week in advance of the conference. Conference organizers may override this suggested timeframe in accordance with the needs of their conference. Virtual presenters are bound by the same rules as in-person presenters. Virtual judging is not permitted unless the entire conference program is in a virtual format for all attendees.

Competition Judging Rules

- The head judge cannot be from the host university. The head judge may not judge papers.
- Technical and Oral judges should be an AIAA professional member in good standing as long as he/she is not a university/college faculty member from the host university. Additionally, no faculty member may participate in judging the technical or oral competition if there is a paper or papers entered into the corresponding category of competition from their institution. University/college faculty members shall declare their institutional affiliation before judging to avoid conflicts of interest. Technical judges should declare any institutional affiliation upon judging sign up; oral judges should declare institutional affiliation to the head judge before the conference.
- Technical judges shall evaluate papers on the basis of technical content, originality, and practical application. A total of 500 points can be awarded based on a rubric that is provided within the judging system.
- Technical judges' scores will be combined, which will be the technical score given to the paper. The head judge has the authority to discard anomalous scores.
- In order for a technical score to be valid, a paper must have a minimum of three (3) and a maximum of six (6) technical scores
- Technical, on-line judges may not act as an on-site Oral judge in the same category.
- Oral judges shall evaluate student presenters and papers on technical content, originality, practical application, knowledge of subject and delivery. A total of 500 points can be awarded based on a rubric that is provided.
- Oral judges' scores will be combined, which will be the oral score given to the paper. The head judge has the authority to discard anomalous scores.

- The final score shall be the sum of the technical score and the oral score. The head judge will be responsible for calculating the final scores and may have assistance in accomplishing this task.
- Oral judges shall have no insight into scores awarded by the technical judges until after they have submitted their oral scores.
- Oral presentations will be limited to 20 minutes with up to 10 minutes available for questions. The total presentation time is less than or equal to 30 minutes.
- Written comments from the oral presentation judges will be collated by the head judge and returned to the students as soon as possible. Technical comments will be distributed following the conclusion of the conference via AIAA's online submission system.
- Numerical scores as well as final rank (beyond 1st, 2nd, 3rd) will be held confidential. Judges shall not disclose to faculty or students or other third parties either their own or other judge's numerical scores.
- No scoring data will be released without the express written consent and permission of either the AIAA Managing Director (Member and Community Engagement) or the AIAA Executive Director.

Competition Prizes and Awards

- Undergraduate, Master's, and Team Categories have three prizes each:
 - o First: \$500
 - o Second: \$300
 - o Third: \$250
- There is no tie for first place.
- If there is a tie for second place, the second and third place awards will be added together and divided evenly and no third-place award given. If the conference committee wishes to award the full, equivalent amount to the other second place winner and still retain the third-place prize, then the other second-place prize shall be paid out of regional or conference funds.
- If there is a tie for third place, the money can either be split between the two winners or, if the conference committee wishes to add an additional third place prize, they may add the appropriate funding.
- If there are three or fewer papers entered into any category, the number of prizes awarded will equal the number of papers presented. If only one paper is presented, the first award will be given.
- First place winners in the Undergraduate, Team and Master's categories are invited to compete in the International Student Paper Conference in January at the SciTech Forum. Only basic, non-technical modifications may be made to the original paper. Papers progressing to the International Student Paper Conference will be subject to AIAA copyright rules and may not to be presented or published anywhere prior to the International Student Paper Conference.
- Only one author from the winning paper is funded by the Foundation to travel to the International Student Paper Conference. Details regarding the International Student Paper Conference will be provided to all first-place winners.

An AIAA Regional Student Paper Conference does not create a contractual or fiduciary relationship between AIAA and any student or judge. Further, while judges are members and volunteers of AIAA, they are acting as independent persons in connection with AIAA Regional Student Paper Conferences and not as agents of AIAA.