



**Canadian Radiation Protection Association**

**Student & Young Professionals Committee  
(SYPCOM)**

**&**

**Anthony J. MacKay Student Paper Contest  
Terms of Reference**

**Approved: November 21, 2023  
Student and Young Professionals Committee  
Professional Development Committee**

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# **SYPCOM Terms of Reference**

## **1.0 Role of the Committee**

- 1.1. To conduct the Anthony J. MacKay Student Paper Contest.
- 1.2. To promote the CRPA and the benefits of CRPA membership to Students and Young Professionals in, or interested in, the field of radiation protection and related areas.
- 1.3. To increase the number of Student and Young Professional members.
- 1.4. Serve as a resource for Student and Young Professional members of the CRPA and who are interested in the CRPA.

## **2.0 Membership**

- 2.1 All Committee members must be members in good standing of the Canadian Radiation Protection Association (CRPA).
- 2.2 The membership of the Committee shall consist of a Chair and at least two CRPA members at large. Wherever possible, the membership should reflect the geographical and professional makeup of the CRPA.
- 2.3 The term for all Committee members, including the Chair, shall be three years.
- 2.4 The Chair may serve up to two consecutive terms.
- 2.5 Membership replacement should be on a rotating basis with one member normally being replaced each year to ensure continuity.
- 2.6 Term expiry dates will be set for June 1 regardless of appointment date. This will help establish standard dates for advertising for replacements or obtaining new committee members at the Annual General Meeting.
- 2.7 The Chair shall be appointed by the President of the CRPA.
- 2.8 Committee members are appointed by the Chair with the approval of the CRPA Board of Directors.
- 2.9 Any member of CRPA may volunteer or recommend another member for committee membership.
- 2.10 One member of the Committee should be assigned to act as a liaison to the IRPA Young Generation Network (YGN).

## **3.0 Responsibilities of the Committee**

- 3.1 Make recommendations to the Local Conference Committee (LOC) regarding Student and Young professionals-specific programming and other events at the annual conference.
- 3.2 Liaise with the Communications Committee regarding CRPA promotional and other activities involving Students and Young Professionals.
- 3.3 Welcome all new Students and Young Professionals when they first join the CRPA (see sample letter in Appendix 2). The CRPA Secretariat will maintain a spreadsheet in the SYPCOM folder

of the CRPA DropBox containing a list of new Student and Young Professional members (classed as those under the age of 35).

#### **4.0 Responsibilities of the Committee Chair**

- 4.1 Schedule, prepare and chair all meetings.
- 4.2 Record and distribute meeting minutes to committee members.
- 4.3 Liaise with the Secretariat to respond to inquiries to the CRPA from Students and Young Professionals.
- 4.4 Report to the Director of Professional Development.
- 4.5 Provide a written report to the Director of Professional Development prior to scheduled Board Meetings (as needed).
- 4.6 Maintain a list of contacts for Canadian Universities, Colleges, and Non-Educational Institutions (see Appendix 3) with regard to notifications for the Student Paper Contest and request for Sponsorship funds.
- 4.7 Update the SYPCOM Terms of the Reference and Anthony J. Mackay Student Paper Contest Terms of Reference as required.

#### **5.0 Committee Meetings**

- 5.1 The business of the Committee is generally conducted by teleconference, email or other means agreed upon by the Committee.
- 5.2 Due to the geographical separation of the members, formal face-to-face meetings of the Committee are not considered mandatory, although members of the Committee attending the annual conference are expected to plan and conduct a face-to-face meeting.
- 5.3 Meetings will be scheduled and run by the Committee Chair. If the Chair is unable to attend a meeting, another Committee member will be appointed acting chair.
- 5.4 The Board of Directors liaison should be invited to attend each meeting.

#### **6.0 Anthony J. MacKay Student Paper Contest**

- 6.1 Each year the Students & Young Professionals Committee (SYPCOM) shall designate one member as the Student Contest Coordinator. The Coordinator will have oversight of the contest and be responsible for the following tasks:
  - a. Liaising with the CRPA Secretariat to ensure that the Student Contest page on the CRPA website is updated with current contest information (date and location of conference, deadline date for entries, links to contest submission instructions and submission form).
  - b. Updating the Student Contest promotional posters (French and English) and providing a copy to the Secretariat for distribution to the membership.
  - c. Ensure contest information and promotional posters are provided to the contacts from the list in Appendix 3 (see sample letter in Appendix 2).

- d. Liaising with the LOC with regard to budgetary needs (finalists' hotel accommodation, conference registration, banquet ticket) and soliciting sponsorship for the Student Paper Contest.
- e. Coordinating judging (refer to section 5.0 *Judging Panel* in the Anthony J. MacKay Student Paper Contest Terms of Reference).
- f. Ensuring that the LOC has reserved a plenary session for the Student Contest finalists and that the session is prominently advertised.
- g. Acknowledging receipt of all entries to the Contest (see sample letter in Appendix 2).
- h. Coordinate with the CRPA Secretariat to inform all entrants of their eligibility for a complimentary one-year Student membership. Entrants who are not members will be invited to apply for a Student membership if they wish. Upon approval of the application by the Membership Committee, the Secretariat will void the membership fee (new memberships will be valid until the end of the current year). For entrants who are currently members, the CRPA Secretariat will extend their membership renewal date by one year.
- i. Informing all entrants of their selection as a finalist or non-finalist (see sample letters in Appendix 2).
- j. Obtaining date of arrival, photograph and bio of confirmed finalists (see sample letter in Appendix 2).
- k. Liaising with the CRPA Secretariat re conference registration and banquet ticket for the three finalists. Finalists will be instructed to register for the conference and include a banquet ticket but not submit payment. The Secretariat will void registration and banquet ticket fee and send a confirmation of registration. Finalists may purchase additional banquet tickets, if available, at their own expense.
- l. Liaising with the LOC re hotel reservations for the three finalists; finalists should receive confirmation of their hotel reservation directly from the hotel.
- m. Providing finalists' details to the LOC for publication in the Conference Program:
  - Name
  - Program of Study, Educational Institution
  - Bio (can be written as per details supplied from the finalists)
  - Title of Paper
  - Abstract
  - Photograph

Details for the Conference Program can be copied from contest submissions and assembled into one table prior to sending to the LOC. The table should have two columns – English and French, and three rows with each row containing the above information for the three finalists (photos to be attached separately). This format facilitates input of the French text without having to toggle between pages.
- n. The LOC will be responsible for obtaining translation of finalists' information (see above) to be published in the Conference Program.
- o. Coordinating with the *Bulletin* editor to ensure publication of the finalists' work, including photograph and bio, in the conference edition of the *Bulletin*, and the winner's work in the post-conference edition of the *Bulletin*.
- p. Announcing the winner and presenting the trophy during the annual Banquet and Awards Ceremony at the conference. The contest sponsor, if applicable, may also be invited to present or co-present the award.

- q. Providing a photograph of the winner being awarded at the Banquet to the CRPA Secretariat. The CRPA Secretariat is responsible for updating the website with the current contest winner including a link to the winning paper, as well as the list of past contest winners and a link to respective papers.
- r. Once the current contest has officially ended, i.e., after the conference, request that the CRPA Secretariat update the website with general “next contest” information, i.e., date and location of conference, removal of deadline date and links for contest entry instructions and submissions.

## **7.0 Annual Reports**

- 7.1 The SYPCOM will submit its Annual Committee Report to the Director of Professional Development at the end of each year.
- 7.2 At a minimum, the report will include a summary of the previous year’s activities and a list of SYPCOM members.
- 7.3 The report will be circulated to the members of the committee for review prior to submission to the Director.

# Anthony J. MacKay Student Paper Contest Terms of Reference

| REVISION TABLE |                |   |
|----------------|----------------|---|
| Version        | Date           | Comments  |
| Original       | April 26, 1999 | Original  |
| Version 2      | July 4, 2000   | Minor Updates   |
| Version 3      | August 2010    | Administrative updates to match the terms of reference with current practices (e.g., name of the award, deadlines expenses, etc.)   |
| Version 4      | February 2012  | Change of submission deadline to tie it to the deadline of the conference for abstract submission, removal of appendices that list contact sheet for contest notification, registration form. |
| Version 5      | December 2014  | Add that students who enter the contest get 1 year of free CRPA membership the year that they entered the contest.  |
| Version 6      | March 2023     | Revised contest terms to include three finalists who present at the conference, with the winner declared at the conference. Revised travel compensation and awards.                           |
| Version 7      | September 2023 | Numerous updates to align TOR with actual procedures  |

## 1.0 Background

During the Annual General Meeting in 1998, the CRPA membership unanimously voted to have the Student Paper Contest included in its annual conference. At the Board of Directors meeting of September 11, 1999, it was also decided to include the student award as one of CRPA's permanent annual awards. In 2003, the award was officially named after Anthony J. MacKay, who was appointed as the first CRPA Archivist in 1986 and served in this position until 2010.

## 2.0 Conditions of Eligibility

The Contest is open to all full-time students enrolled in a Canadian university (undergraduate or graduate) or college program, as well as students who have recently graduated, e.g., who received their most recent degree/diploma within 12 months prior to the conference date.

Eligible students must submit a paper for a conference presentation on a topic that includes some aspect of radiation safety and/or radiation protection. Submissions that do not meet this requirement will be deemed ineligible.

Three finalists will be chosen and each must be able to attend the conference in person to present their work. If a finalist is unable to attend, another finalist will be chosen.

All students who enter the contest are offered a complimentary one-year membership with the CRPA. The CRPA Secretariat will inform all contest entrants of their eligibility for a free membership and it

will be the responsibility of the Student to apply for membership if they wish. Upon approval of the application by the Membership Committee, the CRPA Secretariat will void the membership fee for the current year. Entrants who are already Student members will have their renewal date extended by one year.

### 3.0 Submission Criteria

The Contest submission must contain the following sections, and be no longer than 750 words:

- Background or introduction
- Methods
- Results
- Conclusion

There is a specific format to be followed for entries to ensure anonymity during the judging process. The format is described in the instructions sheet available for download from the CRPA website once the contest has been launched. The CRPA Secretariat will maintain the contest entry instruction sheet and contest entry form and provide updated versions to the Contest Coordinator for the current contest. The CRPA Secretariat is responsible for updating the website with upcoming/current contest information.

All entries are to be acknowledged by the Coordinator and the student notified that their entry has been received (see sample letter in Appendix 2).

### 4.0 Contest Entry Deadline

When setting the deadline for contest entries and the date by which finalists will be selected, consideration should be given with regard to the following:

- Deadline date for content to be submitted to the publisher of the Conference Program and the conference edition of the *Bulletin* (usually about 6 weeks prior to the start of the conference – to be confirmed with the *Bulletin* editor).
- Time required by the judging panel to review entries and select finalists (suggest a maximum of two weeks following the contest deadline).
- Time required for the translation of abstracts prior to submission to the publisher of the Conference Program and the conference edition of the *Bulletin*.
- Allowing those not selected as finalists sufficient time to submit their paper for the Scientific Program of the conference, should they wish to do so.
- Allowing finalists sufficient time to make applicable travel arrangements to attend the conference.

The LOC should be consulted to help determine the optimum deadline date for both the Student Paper Contest and the Scientific sessions. Ideally, the Student Contest entry deadline should be 2-3 weeks prior to the Scientific Program deadline.

The deadline may be extended at the discretion of the SYPCOM and the LOC.



## 5.0 Judging Panel

The Student Contest Coordinator will select at least three individuals to act as judges. This shall include at least two bilingual persons as some submissions may be in French. The Coordinator shall ensure that the judges selected have the appropriate knowledge and experience to evaluate the submissions. Once the contest is closed, the Coordinator will ensure all entries are anonymized and forward them to the judging panel along with the evaluation criteria (see Appendix 1).

The judging panel will identify three finalists from the submissions who will be invited to present their work at a plenary session at the conference. Appendix 1 outlines the judging criteria for Contest entries. The panel should endeavor to select the finalists no later than 2 weeks following the contest entry deadline to enable finalists and non-finalists sufficient time to plan accordingly. See section 4.0 *Contest Entry Deadline* for factors affecting planning and deadlines.

The Student Contest Coordinator will be responsible for notifying the finalists and confirming their attendance, as well as notifying those who have not been selected as finalists (see sample letters in Appendix 2). If a finalist is unable to attend the conference and present their paper, they will be disqualified and the next highest ranked submission will be invited as a finalist.

During the conference, the judging panel shall use the Judging Rubric to evaluate the presentations and identify a winner (see Appendix 1).

**Note:** It is not required that the same people judge both the abstracts and the finalist presentations.

## 6.0 Finalists and Winner

Selected finalists must be able to present their work in person at the conference. If a selected finalist cannot attend in person, then another finalist will be chosen by the judging panel. If a paper was prepared by more than one author, more than one person may participate in the presentation.

Each finalist will be allotted 20 minutes to make their presentation, including questions and they must also provide a digital copy of their presentation to the LOC.

Each of the three finalists will receive three nights free accommodation at the conference hotel and a complimentary conference registration, including banquet ticket.

In addition, the CRPA Board of Directors or LOC may opt to reimburse travel expenses (up to a maximum amount) for finalists and students presenting papers during the Scientific Program of the conference if their expenses are not already covered by a personal sponsor, e.g., employer or educational institution. Travel expense reimbursement will follow existing CRPA Travel Policy Guidelines.

If a paper was prepared by multiple authors, only one of the authors (chosen by the authors themselves) will be eligible for the complimentary conference registration, banquet ticket, hotel accommodations and travel expense reimbursement (if applicable).

It is the responsibility of the individual finalists to register for the conference. Payment is not required at the time of registration as the CRPA Secretariat will void the fee after registration has been received.

The LOC is responsible for booking hotel accommodations for the finalists. Finalists should be informed that a credit card will be required upon check-in and any charges other than accommodation will be billed to the credit card.

Finalists' papers, including bio and photograph, are to be included in the Conference Program and conference edition of the CRPA *Bulletin*. Following the conference, finalists' papers are posted on the

CRPA website and the winner's paper, bio and photograph are published in the post-conference edition of the *Bulletin*.

The winner also receives the following:

- i) The Anthony J. MacKay Student Award trophy.
- ii) A cash prize (amount to be determined by the Board of Directors).
- iii) Publication of their work in the post-conference edition of the *CRPA Bulletin*.

## **7.0 Contest Expenses**

Full conference registration, banquet ticket, and three night's hotel accommodations for each of the three finalists are part of the annual conference, therefore the LOC must budget for this each year. For planning purposes, a minimum amount of \$2,500 is recommended.

Travel expenses may also need to be included in the conference budget or Board of Directors expenses in the overall CRPA budget if they are to be reimbursed to finalists and students presenting papers during the Scientific Program of the conference (see section *6.0 Finalists and Winner*). A completed Expense Claim Form and receipts will be required prior to reimbursement (a modified version of the Expense Claim form can be used for student travel if required).

The cost of the award trophy and cash prize are part of Board of Director expenses in the overall CRPA budget. It is the responsibility of the Student Contest Coordinator to order the trophy for the winning student. Payment for the trophy may be made by the Coordinator and expensed to CRPA or a copy of the invoice can be forwarded to the CRPA Treasurer and CRPA Secretariat for payment.

The CRPA Treasurer and CRPA Secretariat will be responsible for distribution of the cash prize and travel reimbursement (if applicable).

# APPENDIX 1

## Judging Criteria - Contest Entries

In order to achieve a degree of consistency and uniformity in the way student paper entries are judged, the following criteria should be used by the judging panel as a guideline while evaluating contest entries for the selection of the finalists.

The Criteria Description (only) is also available on the Student page of the CRPA website, to give students an idea of how entries will be judged.

### Criteria Description

- 1. Clear presentation of the purpose of the research and the background topic area**
  - a. *What is already known about the subject?*
  - b. *How is the background related to the paper in question?*
  - c. *What is not known about the subject and hence what is the study intended to examine?*
- 2. Provided enough details to understand the methodology**
  - a. *What was the study design?*
  - b. *What was the duration of the study?*
  - c. *What was the primary outcome measured, how was it measured?*
- 3. The results are summarized effectively**
  - a. *What were the findings of the study?*
  - b. *Were the findings communicated with details rather than vague statements?*
  - c. *Were the results the longest section in the abstract?*
- 4. The conclusions support the summarized results**
  - a. *Was the primary take-home message clear?*
  - b. *Were additional findings of importance included?*
  - c. *Was the perspective provided for a global understanding of why this research is important?*



## Judging Rubric – Finalist Presentations

In order to achieve a degree of consistency and uniformity in the way student papers are judged, the following criteria should be used by the judging panel as a guideline while evaluating finalists' presentations.

Each finalist will have 20 minutes (including a few minutes for questions) to present their work.

| Presenter Name              |   |              |       |
|-----------------------------|---|--------------|-------|
| Title of Presentation       |   |              |       |
| Category                    | Scoring Criteria  | Total Points | Score |
| Organization<br>(15 points) | Information is presented in a logical sequence.   | 10           |       |
|                             | Presentation appropriately cites references.  | 5            |       |
| Content<br>(45 points)      | Introduction is attention-getting, lays out the problem well, and establishes a framework for the rest of the presentation. | 5            |       |
|                             | Technical terms are well-defined in language appropriate for the target audience.   | 5            |       |
|                             | Presentation contains accurate information.   | 10           |       |
|                             | Material included is relevant to the overall message/purpose.   | 10           |       |
|                             | Appropriate amount of material is prepared, and points made reflect well their relative importance.                         | 10           |       |
|                             | There is an obvious conclusion summarizing the presentation.  | 5            |       |

|                             |   |     |  |
|-----------------------------|---|-----|--|
| Presentation<br>(40 points) | Speaker maintains good eye contact with the audience and is appropriately animated (e.g., gestures, posture, mobility). | 5   |  |
|                             | Speaker uses a clear, audible voice.  | 5   |  |
|                             | Delivery is poised, controlled, and smooth.   | 5   |  |
|                             | Good language skills and pronunciation are used.  | 5   |  |
|                             | Visual aids are well prepared, informative, effective, and not distracting or crowded.                                  | 10  |  |
|                             | Length of presentation is within the assigned time limits.  | 5   |  |
|                             | Information was well communicated.  | 10  |  |
| Questions<br>(15 points)    | Speaker was able to answer questions posed by the audience appropriate for their knowledge of the material              | 15  |  |
| Score                       | Total Points (or 105 if no questions were asked)  | 120 |  |

Rubric adapted from University of Wisconsin Madison

# **APPENDIX 2**





# Canadian Radiation Protection Association Association canadienne de radioprotection

## Letter to New Members

*Date*

*Student Name*

*Email address*

Dear ;

On behalf of the Student and Young Professionals Committee (SYPCOM), we welcome you to the Canadian Radiation Protection Association! We are excited to have you as a new member and look forward to getting to know you better.

As a new member, we want to make sure you feel welcome and informed about what is going on with Radiation Protection in Canada.

You will receive an electronic copy of the CRPA *Bulletin*, which is published 4-5 times per year and contains updates on what is happening in our Association and the Radiation Protection community.

We hold a Student Paper Contest during our Annual Conference, which offers complimentary conference registration and hotel accommodation for the 3 finalists invited to present their work, a cash prize and trophy to the winner and the publication of finalists' papers in the CRPA *Bulletin*. We hope to see you at the Annual Conference and encourage you to apply to the Student Paper Contest!

CRPA offers a certification process to become a Registered Radiation Safety Professional (CRPPA(R)). The CRPA(R) designation is the highest level of competency recognized by the CRPA at the Canadian level. Attaining the CRPA(R) designation could be very beneficial when looking for employment opportunities.

CRPA also offers many networking opportunities and professional development sessions are scheduled throughout the year.

Please visit the CRPA website – [www.crpa-acrp.ca](http://www.crpa-acrp.ca) - for information regarding CRPA(R) certification, the next Conference and Student Paper Contest, employment opportunities, events, professional development sessions and more.

If there are particular areas of radiation protection about which you'd like to learn more, let us know and we can put you in touch with members in your area.

If you have any questions or are interested in becoming more involved with CRPA by joining SYPCOM or other Committee, please don't hesitate to contact me or any other member of our team.

Sincerely,

Name

Chair, Student and Young Professionals Committee

Email



# Canadian Radiation Protection Association Association canadienne de radioprotection

## Letter for Contest Entrants

*Date*

*Student Name*

*Email address*

Dear ;

On behalf of the CRPA Student and Young Professionals Committee, I would like to thank you for submitting your paper, "*Paper Title*" to this year's Anthony J. MacKay Student Paper contest, taking place at the CRPA [year] Conference at the [name of venue] in [city, province] during the week of [dates]. We look forward to reading it.

We will inform you if you have or have not been selected as one of the three finalists no later than [date].

We are pleased to offer you a complimentary one-year Student membership with the CRPA. If you are currently not a member, you will be contacted by the CRPA Secretariat with information on how to apply for your free membership which will be valid until the end of the current year. If you are already a member, your renewal date will be extended by one year at no charge.

Thank you again for your participation in this year's contest and we wish you the best of luck with your entry.

Sincerely,

Name

Coordinator, [year] Anthony J. MacKay Student Paper Contest

Email



# Canadian Radiation Protection Association Association canadienne de radioprotection

## Letter for Finalists

Date

Student name

Email address

Dear ;

On behalf of the CRPA Student and Young Professionals Committee, I am very pleased to inform you that your paper, "*Paper Title*", has been selected as one of three finalist entries in this year's Anthony J. MacKay Student Paper Contest.

It gives me great pleasure to invite you to the CRPA [year] conference, taking place at the [conference venue] in [city, province] during the week of [dates], to present your paper.

As a contest finalist, you will be expected to present your paper **in person** at the Student Contest session during the conference and are entitled to a complimentary full conference registration, banquet ticket and three nights' hotel accommodation at the [conference hotel] in [city, province].

*[OPTIONAL: Travel expenses will be reimbursed up to a maximum of \$\$ if your expenses are not covered by a personal sponsor, i.e., employer or educational institution.]*

You may choose a co-presenter but only one of you is eligible to receive the complimentary conference registration, banquet ticket and hotel accommodations *[and travel expenses]*. If you are unable to attend, another finalist will be chosen. The winner will be announced at the Annual Banquet and Awards Ceremony at the conference on [date].

**Please confirm your attendance no later than [date] to [name, email address].** Once your attendance has been confirmed we will contact you regarding further information required, conference registration and hotel reservations.

Please do not hesitate to contact me should you have any questions.

Congratulations [insert student first name], and we look forward to meeting you in [conference location]!

Sincerely,

Name

Coordinator, [year] Anthony J. MacKay Student Paper Contest

Email



# Canadian Radiation Protection Association Association canadienne de radioprotection

## Letter for Non-Finalists

Date

Student Name

Email address

Dear ;

On behalf of the CRPA Student and Young Professionals Committee, I would like to thank you for submitting your paper, "*Paper Title*" to this year's Anthony J. MacKay Student Paper contest.

While your paper was not selected as a finalist entry, we cordially invite you to attend the CRPA [year] Conference , taking place at the [name of venue] in [city, province] on [dates], as a student delegate. Student registration rates are offered at a significant discount.

Please also consider submitting your Paper to the CRPA [year] Conference Scientific Program for consideration. The deadline for entries for the Scientific Program is [deadline date] and entry details can be found on the following page: [link to conference-call-for-papers-page]. Submission requirements for the Scientific Program differ from the Student Contest and require a separate format.

*[OPTIONAL: If your paper is selected for presentation, travel expenses will be reimbursed up to a maximum of \$\$ if your expenses are not covered by a personal sponsor, i.e., employer or educational institution.]*

Thank you again for your participation in this year's contest and we hope to see you in [conference location].

Sincerely,

Name

Coordinator, [year] Anthony J. MacKay Student Paper Contest

Email



# Canadian Radiation Protection Association Association canadienne de radioprotection

## Letter for Confirmed Finalists

Date

Student Name

Email address

Dear ;

Thank you for confirming your attendance to present your paper during this year's the Anthony J. MacKay Student Paper Contest at the CRPA [year] Conference, taking place at the [name of venue] in [city, province] during the week of [dates].

Could you please provide us with the following:

- Date of arrival (you are allocated three nights' of complimentary hotel accommodation)
- A recent photograph (headshot only)
- A short biography, in point form. Suggested details to incorporate into your biography are:
  - Credentials, current or most recent program and University or College attended
  - Areas of interest in the radiation sciences
  - Publications, collaborations, awards
  - Special interests or hobbies
  - Professional aspirations

You are responsible for registering for the conference, including adding a banquet ticket, and may do so on the Registration page of the conference website [inset hyperlink]. Do not submit payment as your fees will be voided and you will receive confirmation of registration. Contact the Secretariat at [secretariat@crpa-acrp.ca](mailto:secretariat@crpa-acrp.ca) should you have any questions about conference registration.

Hotel reservations will be made under your name at the [name of hotel] and a confirmation sent to you. Please note that you will be required to provide a credit card upon check-in and any charges other than three nights' accommodation will be billed to your credit card. *[OPTIONAL: Travel expenses will be reimbursed up to a maximum of \$\$ if your expenses are not covered by a personal sponsor, i.e., employer or educational institution. An expense claim form will be forwarded to you and reimbursement will be made upon submission of the completed form and receipts. Please note the permissible expenses on the form.]*

You will be allocated 20 minutes for your presentation, including questions, and will be required to provide a digital copy of your presentation in advance (you may bring it on a USB stick to the conference). You will be contacted regarding the date and time of your presentation.

Please do not hesitate to contact me should you have any questions. We look forward to meeting you in [conference location]!

Sincerely,

Name, Coordinator, [year] Anthony J. MacKay Student Paper Contest

Email



# Canadian Radiation Protection Association Association canadienne de radioprotection

## Letter to Contacts at Canadian Universities, Colleges and Non-Educational Organizations

Date

*Name, Title*

*Institution/Organization*

*Email Address*

Dear ;

The Canadian Radiation Protection Association is a professional, non-profit organization that strives to ensure the safe use of radiation by providing scientific knowledge, education, expertise and policy guidance for radiation protection professionals. Our Student and Young Professionals Committee promotes student engagement from the health-physics, radiation safety and nuclear sciences by hosting a Student Paper contest in conjunction with our annual conference.

The Canadian Radiation Protection Association is pleased to announce the launch of this year's Anthony J. MacKay Student Paper Contest! The Contest will take place during our [year] Conference at the [conference venue] in [conference location] from [dates].

The contest is open to all full-time students enrolled in a Canadian university (undergraduate or graduate) or college program, as well as to those who have received their most recent degree/diploma up to 12 months prior to the conference date. Contest entries are required to include some aspect of radiation safety and/or radiation protection.

All entrants receive a complimentary one-year membership with the CRPA. Three finalists will be chosen to present their work at the conference and one winner will be selected. Each finalist will have their paper published in the CRPA *Bulletin*, receive a complimentary full conference registration and three nights accommodation at the conference hotel [*and travel expenses will be reimbursed if they are not already covered by a personal sponsor*]. The winner will be awarded the Anthony J. MacKay Student Trophy and a cash prize.

Contest entrants not chosen as finalists will be encouraged to submit their Papers for presentation during the Scientific Program of the conference. We value and support student participation and offer students a significant discount on conference registration fees.

We would appreciate if you could disseminate and/or display the attached poster in a prominent area. We look forward to receiving entries from eligible students from [institution name].

If [Institution Name] would like to consider sponsoring the CRPA Anthony J. MacKay Student Paper Contest or other aspect of the conference, please contact me at the email below for more details [OR refer to the Sponsors page of the conference and include link]. [Sponsorship packages available for the [year] CRPA conference offer substantial benefits, some of which include complimentary registrations and banquet tickets, and all include prominent recognition throughout the conference.]

Thank you for your assistance and consideration.

Sincerely,

Name

Chair, Student and Young Professionals Committee

Email

# APPENDIX 3

## List of Canadian Universities, Colleges, and Non-Educational Organizations

The Chair of the Student and Young Professionals Committee should maintain current contact information for the respective institutions and organizations in the table below with regard to the Student Paper contest notification and requesting sponsorship for the conference. As contact information is subject to change, this information is kept separately and maintained by the SYPCOM Chair. This is a suggested list only and is not all-inclusive.

| <b>Colleges &amp; Universities</b>  |   |
|---|---|
| Algonquin College (Pembroke Campus)   | Royal Military College  |
| British Columbia Institute of Technology (BCIT)   | Toronto Metropolitan University (formerly Ryerson University)   |
| Carleton University   | University of Guelph  |
| École Polytechnique de Montréal   | University of New Brunswick                                     |
| Loyalist College  | University of Saskatchewan                                      |
| Michener Institute  | University of Toronto   |
| McMaster University   | University of Waterloo  |
| Mohawk College  | University of Windsor   |
| Ontario Tech University (formerly University of Ontario Institute of Technology - UOIT) | Western University  |
| Queen's University  | University Network of Excellence in Nuclear Engineering (UNENE) |
| <b>Non-Educational Organizations</b>  |   |
| Canadian Nuclear Laboratories (CNL)   |   |
| CancerCare Ontario  |   |
| CancerCare Manitoba   |   |
| Health Canada   |   |
| The Ottawa Hospital   |   |
| University Health Network   |   |