

Student Handbook

2022 NYSF Year 12 Program

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1 Contacting the NYSF

Phone	+61 2 6125 2777 (please note that NYSF staff are working remotely in 2021 due to COVID-19 pandemic restrictions and are best contacted via email)
Email	programs@nysf.edu.au
Website	www.nysf.edu.au
Postal address	Leonard Huxley Building 56 Mills Road The Australian National University Acton ACT 2601
Facebook	/NYSFoz
Twitter	@nysfoz
Instagram	#nysfoz (use #nysf2022 to share your photos)

If you need to contact the NYSF urgently during January, please call the NYSF duty phone numbers, which will be provided in the program app. The duty phone is for urgent matters which need to be attended to quickly by the NYSF. Duty phones will be attended during business hours and monitored after hours and on weekends for emergencies only. If the phone is not answered, please leave a message and a representative of the NYSF will call you back as soon as they can. All other general queries about the program should be directed via email to programs@nysf.edu.au.

2 Welcome to the National Youth Science Forum!

Congratulations on your selection to attend the National Youth Science Forum (NYSF), and welcome to the NYSF community! We have a network of over 13,000 alumni around Australia and the world that have attended our Year 12 Program for over 38 years—and you'll soon be one of them.

This handbook will help you prepare for the NYSF Year 12 Program. It is also a valuable reference for your family members, so please encourage them to read it.

We encourage you to keep up to date with important information by regularly checking NYSF emails and staying active on the NYSF program app (details will be advised closer to the start of session).

2.1 Code of Conduct

We want the NYSF to be a safe, inclusive community for all students and staff that take part. For that reason, it's essential that you adhere to the [NYSF Code of Conduct and Procedures](#) while participating in NYSF events. Students sign their commitment to the NYSF Code of Conduct and Procedures as part of the Participant and Parent/Guardian Agreement. In the event that a student breaches the Code of Conduct, they may have their NYSF experience discontinued and be refused enrolment in future NYSF programs and events.

3 Before the Program

3.1 Checklist

	Task
	Check your email —we regularly send out emails to keep you up to date with important information related to the NYSF program.
	Keep your contact details, health and dietary information up to date , informing NYSF of any changes by emailing programs@nysf.edu.au .
	If you are not self-funding, agree on payment of fees with your Rotary Club. Invoices for Rotary-endorsed students are sent directly to you and your family. You and your family are responsible for obtaining reimbursement from your Rotary club.
	Complete your program registration: <ul style="list-style-type: none"> • Accept your offer, which will be emailed to you from early September • Complete the Participant & Parent/Guardian Program Agreement, which is available electronically once you accept your offer. • Have your parent/guardian complete the Participant & Parent/Guardian Program Agreement, which will be emailed to them directly.
	Attend an Orientation in your area. If you can't make your local Orientation, you can attend the online NYSF Orientation.
	Fee Due Date —Invoices will be sent to you once you complete your Participant and Parent/Guardian Agreement. Ensure your fee is paid in full by November 12, 2021.
	Download the NYSF App – Closer to the program, we will give you further information about which app and messenger platforms we are using to foster communication amongst the 2022 NYSF Year 12 Program community and provide regular updates.
	Contact your buddy —you will be provided with their details closer to January.
	Select the in-person sessions you wish to attend in January.

3.2 How we communicate with you

All critical information related to the Year 12 Program will be communicated via email. Please do not rely on NYSF social media or any other communication platform we may use as your only source of information.

The NYSF will communicate with you primarily by email leading up to and after the Program. Please ensure that your email address and mobile number you provided in your application are correct and contact the NYSF at programs@nysf.edu.au if you need to update these details.

You should check your email at least once every 2-3 days in the lead up to January.

Closer to January students will be able to communicate with each other via an officially endorsed platform that we will announce soon. Please do not to set up or use alternate social media group chats during the

Year 12 Program, as the NYSF team is unable to monitor any unofficial groups or chats. We carefully monitor all of our official social media channels for any inappropriate behaviour.

If you have a question or problem, the best way to get in touch with NYSF Staff is by emailing programs@nysf.edu.au. Please do not use social media channels to message NYSF staff.

3.3 Orientations

Your involvement with the NYSF begins with an Orientation about the Year 12 Program in October, on a date organised by your Rotary District Chair. Please contact your Rotary District Chair if you have not heard about your Orientation date.

At your Orientation, you'll meet representatives from your Rotary District, other students from your district, and members of the Student Staff from the NYSF. You'll learn about the activities of the NYSF, and you and your parents can ask as many questions as you like.

The health and safety of all our staff, participants and volunteers is our top priority. Your Orientation may, therefore, be conducted online. It's still important that you dress professionally for your Orientation event, even if you will be online.

If your Orientation is held in-person, you will be advised if you can bring a guest, (such as your parent/guardian, science teacher, or sibling). If you do attend in-person, please follow all the directions provided by the organiser to keep all attendees safe and well.

3.3.1 *What if you can't attend an Orientation?*

We understand that it's not possible for all students to attend the Orientation in their Rotary District, whether that's because you're not able to travel to the event, or because of conflicting commitments.

If you're not able to attend an Orientation that is organised by Rotary, the NYSF will hold an online Orientation in November/December 2021.

3.4 Who you need to contact before the 2022 NYSF Year 12 Program

Before January, we recommend you get in touch with these people:

3.4.1 *Your Rotary Club*

If you have nominated a Rotary Club to endorse your application, they may ask you to speak at a meeting before you attend the NYSF Year 12 Program. They will also want to hear about your experience when you return, so remember to arrange a time to speak to your Rotary Club. Again, the health and safety of all our staff, participants and volunteers is our top priority so you may wish to consider an online talk to Rotary.

3.4.2 *Your buddy*

You will be assigned a buddy, who will be another student on the Program. The purpose of the buddy system is so you can get to know someone with a similar passion for STEM before the Program starts. You may not want to attend the same in-person or digital events as your buddy, but you can discuss what you have seen or heard at the events you attend.

Your buddy will be introduced to you during December. Once you have introduced yourself, you can choose to exchange other contact details.

The NYSF has a zero-tolerance attitude to bullying and harassment. Please be respectful of your buddy's right to privacy and treat them as you expect to be treated.

3.4.3 Your group “Staffie”

You’ll be assigned a group for the Program. These groups will form the basis of your social interactions for the Program and will be supported by two student staff volunteers “Staffies”, who will organise group catch-ups before and throughout the Program. These catchups will primarily be online via the digital event platform; however, you may also get to meet them if you attend a hub where they are assisting on the ground.

Your Group Staffies will be in contact with you in December.

3.5 NYSF Year 12 Program and other events

If you’ve been selected for the NYSF, there is also a chance you have been selected for other programs as well, such as the Australian Science Olympiad Summer School or the National Mathematics Summer School.

Some of these programs may overlap with the scheduled NYSF Year 12 Program. As the NYSF Program in 2022 is running as a hybrid program, there may be opportunities for you to attend more than one Program in January and catch up on the online content. All of our digital sessions will be recorded so you can listen back at any time.

Refunds will not be available if you choose not to attend NYSF events.

3.6 Withdrawals and refunds

If something unforeseeable happens which prevents you from attending the NYSF Year 12 Program, please contact the NYSF immediately to discuss the matter. Be sure to also consult with your Rotary Club (if they are contributing to your program fee) and your Rotary District Chair (for both self-funded and Rotary Club endorsed students). If you are supported by a Rotary Club, and you choose to withdraw from the NYSF, your Rotary Club will likely expect 100% of its contribution returned. Please refer to your NYSF Participant and Parent/Guardian Agreement for detailed information regarding withdrawals and refunds.

4 During the Program

4.1 Program overview*

In 2022, we have endeavoured to make the Program as diverse and exciting as possible. The schedule reflects closely the events and sessions we deliver in any other year. In addition, we have been able to include many new speakers and events due to the ability to engage speakers via our digital platform.

Mon 10 Jan Opening Event, Welcome Lecture, STEM Challenge	Tues 11 Jan Critical Thinking, Science@Home	Wed 12 Jan Careers Session, Science Communication, Dr Karl	Thur 13 Jan Careers Session, Start-Ups Session	Fri 14 Jan Careers Session, Nobel Laureate Lecture, CERN Live Cross
Mon 17 Jan In-Person & Digital STEM Sessions	Tues 18 Jan In-Person & Digital STEM Sessions	Wed 19 Jan In-Person & Digital STEM Sessions	Thur 20 Jan In-Person & Digital STEM Sessions	Fri 21 Jan In-Person & Digital STEM Sessions
Mon 24 Jan Rotary Session, Student Staff Session, STEM Session	Tues 25 Jan Nobel Laureate Lecture, Closing Event			

*Sessions are subject to change.

4.2 Digital sessions

Digital events will run every day of the program, including a bespoke and curated set of events across 17-21 January for students who are unable to attend an in-person hub. This program includes many of the events that the NYSF is known for such as an opening event, introductory lecture, specialist lectures and in 2022, digital STEM sessions. If you cannot get to a hub for any reason or there is no hub near you, you can tune into the sessions and hear from fantastic STEM professionals, many of whom support the NYSF every year. All of our digital sessions will be recorded so if you miss anything or have to decide between two sessions; you can listen back later.

We encourage all students to make the most of all of the sessions which are running. You may want to challenge yourself and listen to or attend something that is outside of your usual interests. The NYSF is all about challenging yourself, and we hope our program will do this. Many of our STEM hosts and student staff will tell you themselves that they now work or study in a different area than they thought they would!

4.3 In-person visits

In 2022, there will be five days in the Program dedicated to in-person STEM visits at local hubs located around the country. Students are free to go to any visit they wish, including interstate, as long as the host site permits your attendance, and you can meet all the COVID-safe requirements. Visit timings and durations are based on what is available in the hub location, and this may be limited depending on the host site because of the COVID-19 pandemic. (See the Health & Safety section below for further information)

If you prefer the digital sessions over what is happening in your capital city, you can choose instead to tune in online. A bespoke digital hub will run for the duration of that week, and you are free to attend whichever sessions best suit your interests.

You will be required to register online in advance for all in-person events – we will alert you when it is time to register for these. It is essential that you register for events in advance as you may not be able to attend if your details have not been supplied to the host before the commencement of the event.

Travel to and from in-person STEM hubs is **your responsibility**, and you should arrive before the start time of the event. Arriving late may mean that you won't be able to participate. The NYSF will provide you with all the contact details for the day, so if you are running late, you can advise someone. Even though you will not be participating in a residential program away from home, it's important that you still inform your parents/guardians of any in-person visits you will be attending and let them know what your movements will be.

The NYSF will have volunteers and Hub Coordinators at in-person events to ensure you are looked after on the day.

4.3.1 Dress code

As you may be attending lab visits during the in-person hubs, you should ensure that you dress appropriately. In a lab environment, exposed skin can be a risk so you may be asked to wear long-sleeved clothing and long pants and enclosed shoes which cover the top of the feet. Sneakers or gym shoes are suitable as long as they have no holes or mesh in them. Open shoes, thongs, sandals, or ballet flats are not acceptable in laboratories for safety reasons. The NYSF pre-visit information will let you know what is required for each particular visit. Please read this information carefully as you may not be able to participate if you are inappropriately dressed.

There may be time between lab visits where you will likely be outside. As it may be hot during the days on which you are meeting in-person, you should bring sunscreen and a hat. As all in-person events will be run in line with COVID-safe rules, we recommend you bring a face mask and hand sanitiser. NYSF volunteers will have sunscreen and hand sanitiser but bringing your own will also provide a back-up.

It is important during all sessions to ensure you are dressed in an appropriate manner. The NYSF's primary aim is to showcase the wide variety of STEM opportunities in education and careers, but it is also a great way to learn more about interacting and networking at a professional level to ensure you get the most out of the program.

4.3.2 *Personal belongings*

As you will be organising your own travel to visits in 2022, you will need to have enough money available for any public transport you plan to take and enough to buy yourself something to eat during the day. You will not need money to pay for visits.

Do not carry more cash or valuables than you need to. Bringing your phone if you have one is a good idea so you can keep in contact with home and have access to your online NYSF program. Any items you bring to in-person events are your responsibility.

4.4 Health, safety, and COVID information

In 2022, the NYSF Program will be running in line with COVID-safe rules around the country. Any requirements will be passed on to you and your family via email as soon as we have further information.

You must adhere to any rules when onsite at a STEM visit. Failure to observe the rules or heed any instructions from our hosts may result in you being asked to leave the visit.

We strive to ensure that our students are safe at all times. All of our volunteers are trained in basic first aid and CPR, and our Rotary volunteers will be carrying first aid kits for dealing with general ailments, such as headaches or cuts and bruises.

In addition to our in-person Program, all of our digital events will be a safe and friendly space for students.

Attendance at NYSF digital sessions are by invitation only, and only NYSF students, staff, volunteers and presenters will have access to these sessions via a link. However, for your online safety, consider whom you provide personal details to—it is not mandatory to share any personal information. If you are not comfortable showing your live image online, you can use a photo of yourself. Consider using a digital background if you feel self-conscious about your location.

4.4.1 *Bullying and harassment*

The NYSF has a strict zero-tolerance policy to bullying and harassment. If at any time, while you're in attendance at any NYSF program, you feel bullied or uncomfortable due to the behaviour of others, contact a member of staff immediately. Our policy applies to both in-person and digital events. The NYSF Bullying and Harassment policy can be viewed at www.nysf.edu.au/policies.

4.4.2 *Child protection*

The NYSF is committed to protecting the safety and well-being of all students and volunteers who participate in our programs. All of our volunteer staff have undergone working with vulnerable people checks in the state or territory where they will be working. In addition, we have worked with our volunteers to educate them in our policies and procedures to ensure that they are the appropriate people to be undertaking these roles. Our Child Safety policy can be viewed here at www.nysf.edu.au/policies.

If you have any concerns before, during or after the Program, you can contact the NYSF in the first instance by email programs@nysf.edu.au. Any communications regarding any child safety matters will be kept confidential.

4.4.3 Medications

If you need to take medication/s during the day, please make sure you bring them with you to any in-person visits.

If you experience severe allergic reactions, asthma, or other conditions which may be triggered during a visit, please ensure you bring any required treatments such as an EpiPen or inhaler, and if you have a Medic Alert bracelet or similar, please wear it.

4.4.4 First aid and medical care

All staff and volunteers involved with the Year 12 Program have first aid and CPR training and know where to refer students who require medical attention.

In most cases, responsibility for providing first aid at in-person visits rests with our Rotary volunteers, and they should be your first stop if you're feeling unwell or need basic first aid. The detailed medical information that you provide to the NYSF will be shared with the Rotary volunteers and student staff on your visit for your safety.

Because your health and safety are our priority, staff will not hesitate in calling an ambulance if needed. If an ambulance is required, you must meet all costs. You must also pay for any medication prescribed at the time of collection from a pharmacy. In the event that you require medical care beyond basic first aid provided by NYSF staff or volunteers, the NYSF will inform your parent/guardian that this is the case. However, if you are over 16 years old, we will not disclose the nature of your illness or injury without your consent.

4.4.5 Dietary requirements

If you have any dietary requirements, please ensure they are listed on your NYSF participation form. You will be responsible for purchasing or bringing your own food to in-person visits unless advised otherwise. Our hosts do sometimes provide morning or afternoon tea, and we will ensure that your dietary requirements are passed on to them.

You'll have the chance to speak with the NYSF staff or volunteer upon arrival at your STEM visit and can discuss any questions you have relating to food available on the day.

4.5 Staff on the Program

The NYSF will have hub coordinators, volunteer staff, in some instances, NYSF corporate staff at in-person STEM hubs. Our volunteer staff, which includes Rotary members and student staff (NYSF alumni), are there to ensure that any in-person visits you participate in are run according to schedule, that everyone gets to where they need to go and that everyone is safe throughout the visit.

Volunteers and corporate staff will also be on all of the digital events. They will be facilitating the session to ensure that students get the chance to ask questions and make the most of the opportunities presented. They will also ensure that the online environment is a safe and inclusive place for all participants.

There will be opportunities to socialise both online and in-person (COVID-19 restriction permitting). NYSF student staff are there to make sure you get the most out of the Program. Participating in social events where you can meet, network, have fun and chat about your STEM interests will assist with this.

If at any time you have any non-urgent queries about the Program in general, your schedule or anything else relating to January, you can contact us in the first instance on programs@nysf.edu.au.

4.6 NYSF Year 12 Program app

As many of our events will be run online, you will need access to a smartphone, tablet, laptop or desktop computer. The Program will be presented through a digital platform that will provide everything you need to participate. There will also be a dedicated app which you can install to give you access to content wherever you are. The NYSF mobile app helps keep students and staff up to date on the schedule for each day of the Year 12 Program. You will be advised how you can access the app closer to January.

4.7 Social media

We encourage you to like and follow the NYSF social media channels if you have accounts, and don't follow us already:

- Facebook: <https://www.facebook.com/NYSFoz>
- Instagram: <https://www.instagram.com/nysfoz/>
- Twitter: <https://twitter.com/NYSFoz>
- LinkedIn: <https://www.linkedin.com/school/national-youth-science-forum/>

Feel free to interact with us online before and during the Year 12 Program. You can use #NYSF2022 to tag your posts, as well as our handles.

During January 2022, you can choose to join our dedicated communication platform for the duration of the session. We will distribute the link to you when it opens later in the year. This will be a place where you can meet and get to know your fellow NYSFers ahead of the session commencing and continue chatting about your NYSF experiences throughout the Program.

This platform will be moderated and only students attending the Year 12 Program are permitted to join.

4.7.1 Media consent

The NYSF Participant and Parent/Guardian Agreement you and your parent/guardian signed includes a section on photo, website, and media consent, and we encourage you to familiarise yourself with these terms prior to attending the Year 12 Program.

By signing the Agreement, you have provided consent for NYSF and its partners and supporters to use media content, including photographs, screenshots, quotes/comments, and/or video footage, produced by or taken of you at the Program for educational or promotional purposes in any type of media, including on the NYSF website and other media channels, and on partner websites and media channels.

You have also agreed to use common sense when posting content to social media, to abide with the NYSF Code of Conduct, and to ensure that the content will not damage the reputation of NYSF or affiliated programs.

Please be aware that this does not mean that you can take photos or video/film of others at the NYSF **without** their permission or use them for commercial purposes. If you have any concerns regarding media use or consent, please contact the NYSF at program@nysf.edu.au.

5 After the Program

5.1 Post-NYSF survey

On the last day of the Program, we will ask you to complete a post-NYSF Survey. Through the survey, you can tell us about your experiences on the Program, including what you expected before you came, what you did and learnt, and what your future plans are. There will even be a chance for you to upload some photos! We'll send you a link to the survey at the end of the Program.

We'll use your responses to help future applicants to the NYSF learn about the Program, as well as help us run an even better Year 12 Program for coming years.

5.2 Visiting schools and Rotary Clubs

Your experience at the NYSF wasn't only valuable to you—it's also valuable to everyone who helped get you to the NYSF, as well as anyone who attends the Program after you! To share your experiences, we ask that you visit local schools and Rotary Clubs to tell others of your experience and encourage future applications.

5.2.1 Visiting local Rotary Clubs

An essential visit will be to your endorsing Rotary Club, because without its support you would not have been able to attend the Program. In addition to your supporting club, your Rotary District Chair may ask you to speak at additional Rotary Clubs in your area. The ideal way to reach out to these clubs would be to request to be a guest speaker at one of their regular meetings.

5.2.2 Visiting local schools

We also encourage you to speak at schools in your local area—certainly your own school, but also other schools nearby that may not have had students attend the Program that year. At the end of January, we'll provide you with some promotional material, including a PowerPoint presentation, that you can use to tell people about the benefits of the NYSF.

5.3 Student Staff Leadership Program

The Student Staff Leadership Program (SSLP), is a voluntary opportunity for NYSF alumni to continue their involvement with the NYSF.

Alumni can apply to be a part of subsequent NYSF Year 12 Programs and through this will be provided with voluntary opportunities to gain leadership and teamwork skills which will assist the NYSF to run the Year 12 Program, subsequently helping the next cohort of STEM students find their passion.

5.4 NYSF alumni

At the end of your Year 12 Program session, you are officially an alumna/alumnus of the NYSF! We hope that you keep in touch with us and continue to engage with the Program. There will be numerous opportunities for your professional development and to network with other NYSF alumni.

You will periodically receive emails from us about upcoming opportunities, events and news about programs. We recommend you also:

- **JOIN** the NYSF/NSSS Alumni Facebook group by going to facebook.com/groups/NYSFNSSSalumni/. After you have attended the Year 12 Program in January;
- **FOLLOW** the NYSF [LinkedIn page](#). If you don't have a LinkedIn profile already, you can create one and add your current school and the National Youth Science Forum (NYSF) to your 'Education' section. This will allow you to be recognised as an alum of the program to network with other NYSF alumni, search and connect with other NYSF alumni in your field of interest and be notified of NYSF and partner opportunities and events; and
- **SUBSCRIBE** to our newsletter at the news section on our website.

5.4.1 NYSF Connect alumni program

The NYSF Connect alumni program aims to engage, support and activate our extensive NYSF alumni community of over 13,000 alumni by providing professional development and networking opportunities.

NYSF Connect events are held in major cities around the country where there is demand and online via our webinars. We encourage you to stay connected and get tickets to some of these events!

Events and activities include:

- Alumni events across Australia.
- Exclusive access to monthly webinars featuring some of Australia's leading scientists.
- On-site visits to NYSF 's University Partners, allowing you to see their cutting-edge research firsthand, hear about their scholarships, talk to current students and get a feel for university campus life.
- Access to the latest information on job opportunities, graduate programs, scholarships, internships and more.
- Visit some of Australia's leading industry and research sites and meet graduate employees.
- Network with other NYSF alumni and partner organisations.
- Access to events and opportunities provided by NYSF partner organisations; and
- Opportunities to volunteer for NYSF and NYSF Partner activities/events.

Subject to the ability to run group events due to COVID-19, all dates will be finalised and published after the Year 12 Program and will only be open to NYSF alumni. We'll send you the links to the events via email.

6 Rotary International

Rotary is the world's first and largest service organisation. Founded in the USA in 1905, it has expanded to over 1.2 million members in more than 34,000 clubs in almost 200 countries. Rotarians plan and carry out a remarkable variety of humanitarian, cultural and exchange programs that benefit people's lives in their local community and throughout the world.

Rotary Clubs throughout Australia support the National Youth Science Forum and several other programs for youth including Global Youth Exchange, Ambassadorial Scholars, Rotary Youth Leadership Awards, Rotary Youth Program or Enrichment and Young Aboriginal Rotary Networks. We encourage you to look into becoming involved in these programs.

7 NYSF Partners

The National Youth Science Forum (NYSF) partners with a range of corporate, government and university partners. Partnership funding supports a range of activities and expenses associated with running the NSYF programs throughout the year.

Visit our website to see more about our partners and the valuable contribution they make to our Programs.

[Our Partners](#)