

Important Dates and General Conference Information at a Glance

Important Deadlines	Information	Additional Information
<p>January 27, 2012</p> <p>Workshop Proposals <u>will ONLY</u> be accepted as e-mail attachments (Microsoft Word) this year.</p>	<p>Due Date for Workshop Proposals</p> <p>The committee is seeking professionals to present workshops at the conference. Presenters should focus on the following themes: academic achievement, preparation for college, technology etiquette (i.e., cell phone, e-mail and social networks), financial literacy, peer pressure (bullying), self-esteem, internships, student responsibility, leadership skills, communication skills, setting goals, and personal success.</p> <p>***Information sent as an e-mail attachment on November 21, 2011.***</p>	<p>www.stepforleaders.org</p>
<p>February 3, 2012 by 4:00pm</p> <p>Poster Abstracts <u>will ONLY</u> be accepted as e-mail attachments (Microsoft Word documents).</p> <p>Abstracts and Student Research Poster Competition Registration Forms sent as PDF files will be returned and abstracts excluded from the competition.</p>	<p>Poster Abstracts for the Student Research Poster Competition</p> <ul style="list-style-type: none"> Please note that there will only be 90 poster abstracts accepted. Poster Abstracts will be accepted on a first come first serve basis until all the spaces have been filled. Due to an increase in the number of students and institutions desiring to participate in the poster presentation competition, only TWO posters from each institution will be accepted. Institutions may submit a third abstract as an alternate. Alternate abstracts will only be accepted if all 90 spaces have not been completely filled by the February 3, 2012 deadline. Provided that spaces are available, alternate poster abstracts will be accepted on a first come first serve basis. Institutions will be notified by February 17, 2012 if alternate abstracts are accepted for participation in the competition. Abstracts that are more than 150 words in length will not be accepted for the competition. Abstracts <u>will be returned and eliminated</u> from the competition. Institutions should not submit more than 3 abstracts for the poster competition. Institutions that <u>exceed the submission limit will have all abstracts returned and eliminated</u> from the competition. <p>***Information sent as e-mail attachments on November 21, 2011.***</p>	<p>www.stepforleaders.org</p>

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February 17, 2012	<p>5th Annual College Fair Registration Deadline</p> <p>To increase the number of institutions participating in the 2012 STEP Student Conference College Fair on Saturday, March 31, 2012, STEP Programs paying the conference registration fee for attendees from <u>their institution will not be assessed an additional \$150.00</u> to have their Admissions Office participate in the fair. All non-registered institutions for the STEP Conference will have to <u>pay the \$150.00 fee in order to have their institution</u> participate in the fair.</p> <p><i>***All college representatives will have to pay for their hotel accommodations and travel costs to and from the conference site in Albany, New York. The conference <u>will provide lunch</u> for college representatives on Saturday, March 31, 2012 from 12:00pm to 1:00pm.</i></p> <p><i>***Information sent as e-mail attachments on December 7, 2011.***</i></p>	www.stepforleaders.org								
Postmark Dates will determine Registration Fees.	<p>Conference Registration Rates</p> <p>The registration rate will be determined by the postmark date of the registration submission. Registration delivered to Syracuse University after February 24, 2012 will not be accepted. <i>Unfortunately, exceptions cannot be made for any institution.</i></p> <p>Registration Fees will ONLY be accepted in the form of INSTITUTIONAL CHECKS or Money Orders. <i>Personal Checks, Cash, and Credit Cards are not acceptable forms of payment.</i></p> <table><tr><th>REGISTRATION FEES AND DEADLINES</th><th>2012 CONFERENCE REGISTRATION FEES (per person rate)</th></tr><tr><td>Early Registration Fee (Postmarked <i>By January 27, 2012</i>)</td><td>\$155.00/per person</td></tr><tr><td>Regular Registration Fee (Postmarked <i>Before February 10, 2012</i>)</td><td>\$175.00/per person</td></tr><tr><td>Late Registration Fee (Postmarked <i>Before February 17, 2012</i>)</td><td>\$195.00/per person</td></tr></table>	REGISTRATION FEES AND DEADLINES	2012 CONFERENCE REGISTRATION FEES (per person rate)	Early Registration Fee (Postmarked <i>By January 27, 2012</i>)	\$155.00/per person	Regular Registration Fee (Postmarked <i>Before February 10, 2012</i>)	\$175.00/per person	Late Registration Fee (Postmarked <i>Before February 17, 2012</i>)	\$195.00/per person	Page 8
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February 24, 2012 The last day to register for the 2012 Conference.	<p>Conference Registration Form and Transportation Profile</p> <p>The maximum number of registrants per institution is TWENTY (20). Registrants are composed of project administrators, students, staff, parents, instructors, volunteers, chaperones, faculty sponsors, etc.</p> <p>For every 4 students registered by your institution, there must be one adult chaperone. <i>Unfortunately, exceptions cannot be made for any institution.</i></p> <p>Hotel reservations do not constitute institutional registration with the conference. Institutions must submit a registration packet to the STEP Office at Syracuse University.</p>	Pages 8—10								

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February 24, 2012	<p align="center">Student Photo Release Forms</p> <p>Photo Release Forms WILL NOT be accepted at the conference site—Albany Marriott Hotel. Failure to submit signed student photo release forms will result in your institution’s pictures being EXCLUDED from the photographs taken by the photographer during the conference. Pictures will also be OMITTED from all future publications and websites.</p>	Page 11												
March 7, 2012	<p align="center">Albany Marriott Hotel Reservations Deadline</p> <p>Hotel Package Rates (<i>per person</i>) include the cost of the hotel stay and all the meals during the conference. Each institution is responsible for registering all students and staff attending under the institution <u>DIRECTLY</u> with the Albany Marriott Hotel.</p> <p align="center">Package plan</p> <p>Two Night Stay Arrival Friday, March 31, 2012 and Departure Sunday, April 1, 2012</p> <p>Five Meals Friday 3/30 – Dinner; Saturday 3/31 – Breakfast, Lunch, and Dinner; Sunday 4/1 – Breakfast</p> <p>Package Rates</p> <table><tr><th>Per Person Rate with Tax</th><th>Per Person Rate without Tax</th></tr><tr><td>Single Occupancy: \$409.79</td><td>Single Occupancy: \$367.22</td></tr><tr><td>Double Occupancy: \$284.39</td><td>Double Occupancy: \$257.22</td></tr><tr><td>Triple Occupancy: \$242.61</td><td>Triple Occupancy: \$220.57</td></tr><tr><td>Quad Occupancy: \$221.69</td><td>Quad Occupancy: \$202.22</td></tr><tr><td>Meals ONLY: \$158.99</td><td>Meals ONLY: \$147.21</td></tr></table> <p><i>It is the responsibility of each institution to supply a copy of their respective organization’s tax-exempt certificate to the Marriott Hotel. <u>This certificate must accompany the hotel reservation form</u> in order to receive tax-exempt status.</i></p>	Per Person Rate with Tax	Per Person Rate without Tax	Single Occupancy: \$409.79	Single Occupancy: \$367.22	Double Occupancy: \$284.39	Double Occupancy: \$257.22	Triple Occupancy: \$242.61	Triple Occupancy: \$220.57	Quad Occupancy: \$221.69	Quad Occupancy: \$202.22	Meals ONLY: \$158.99	Meals ONLY: \$147.21	Page 12
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February 17, 2012	<p align="center">Student Ambassador Program and Nomination Form</p> <p>The STEP Statewide Student Conference is designed as a student-centered event. To make this design a reality, Project Administrators are asked to select ONE student to represent their institution during the conference. Ambassadors will be able to assist the Conference Planning Committee in the areas listed below during the three-day conference:</p> <p>Introductions of Workshop Presenters and Speakers</p> <p>Social Events on Friday and Saturday Evenings</p> <p>5th Annual College Fair and Poster and Robotics Competitions on Saturday Afternoon</p> <p>25th Anniversary Dinner on Saturday Evening</p> <p>Sunday Morning Program Awards Ceremony</p> <p>Names of Student Ambassadors received after the February 17, 2012 deadline will not be accepted. <i>Unfortunately, exceptions cannot be made for any institution.</i></p>	Pages 13—14												

25TH ANNIVERSARY INITIATIVES

<i>Important Deadlines</i>	<i>Information</i>	<i>Additional Information</i>
<p>February 10, 2012 by 11:59pm to</p> <p>Malcolm Hicks mjhicks@buffalo.edu</p>	<p style="text-align: center;">T-Shirt Design Competition Guidelines & Submission Instructions/Template</p> <p>To celebrate 25 years of STEP and CSTEP Programs preparing Science, Technology, and Licensed Professionals, <i>STEP Students</i> are asked to design a t-shirt that promote and inspire the mission of the STEP Program. The winning t-shirt design will be used during the 15th Annual STEP Statewide Student Conference in March of 2013.</p> <p>Due to an increase in the number of students and institutions desiring to participate in the t-shirt design competition, only ONE DESIGN from each institution will be accepted.</p>	<p>Pages 15 – 16</p>
<p>Interest to Participate January 6, 2012</p> <p>Etwin Bowman elbowman@albany.edu</p>	<p style="text-align: center;">Robotics Competition</p> <p>To cultivate and promote the innovative spirit, leadership, and teambuilding skills of the STEP students, the conference will host its first Annual Robotics Competition Saturday, March 31, 2012 from 2:00pm to 5:00pm. If you are interested in participating in this event, please send an e-mail to the subcommittee co-chair by Friday, January 6, 2012:</p> <p>Etwin Bowman, SUNY Albany elbowman@albany.edu (518) 442-9083</p>	<p>Please visit www.stepforleaders.org after January 6, 2012 for Competition Guidelines and Submission Instructions.</p>

2012 STEP STATEWIDE STUDENT CONFERENCE PLANNING COMMITTEE

<i>Committee Members</i>	<i>Institutions</i>	<i>E-mail Addresses</i>	<i>Contact Numbers</i>	<i>Regions</i>
Everton Barrett	Borough of Manhattan Community College	Ebarrett@bmcc.cuny.edu	(212) 220-8000 Ext. 5059	Bronx Manhattan
Etwin Bowman	SUNY Albany	elbowman@albany.edu	(518) 442—9083	Capital District
Oswaldo Cabrera	Long Island University	Oswaldo.Cabrera@liu.edu	(718) 488—1397	Brooklyn Queens Staten Island
Deborah Heineman	New York College of Osteopathic Medicine/NYIT	dheinema@nyit.edu	(516) 686-3729	<i>Emeritus Member</i>
Malcolm Hicks	SUNY Buffalo	mjhicks@buffalo.edu	(716) 829-5675	Buffalo
Barbara Jones Jones	Mercy College	bjones@mercy.edu	(914) 674—7204	Mid- Hudson
Cameron Lewis	University of Rochester School of Medicine & Dentistry	Cameron.Lewis@urmc.rochester.edu	(585) 275-2928	Rochester
Renee Mapp	SUNY Buffalo Biomedical Program	Rmapp2@buffalo.edu	(716) 829-2813	Buffalo
Kim Overrocker	Mohawk Valley Community College	koverrocker@mvcc.edu	(315) 792—5424	Central NY1
Cecelia M. Russo	St. John's University	russoc@stjohns.edu	(718) 990—6667	Long Island
Mary Stickney	SUNY Potsdam	sticknme@potdams.edu	(315) 267—2584	Northern New York
Dr. Leonese Nelson	Syracuse University	lenelson@syr.edu	(315) 443—9171	Conference Chair

2012 STEP STATEWIDE STUDENT CONFERENCE SUBCOMMITTEES INVITATION

STEP Project Administrators,

The success of the annual STEP Statewide Student Conference is due in part to the support, commitment, and dedication of Project Administrators from across the state. To garner this energy, subcommittees have been formed to assist with the implementation of the 2012 Conference. It is the Conference Planning Committee's hope that each of you will volunteer to serve on one of these committees. To sign up for one of the committees, please **send an e-mail directly** to the **Subcommittee Chair Person(s)**. The deadline to sign up is **Friday, January 6, 2012**.

<i>Sub-Committees</i>	<i>Chair Persons</i>
5TH ANNUAL COLLEGE FAIR	Cecelia Russo Mary Stickney
ROBOTICS COMPETITION (25TH ANNIVERSARY INITIATIVE) MISSION: To design and implement a competition which cultivates and promotes the innovative spirit, leadership, and teambuilding skills of the STEP students.	Etwin Bowman Barbara Jones Jones
STUDENT COLLEGE PREPARATION RESOURCE GUIDE (25TH ANNIVERSARY INITIATIVE) MISSION: To create a journal/resource guide that contains information about the college preparation process for STEP students along with information about CSTEP programs.	Malcolm Hicks
STUDENT T-SHIRT DESIGN COMPETITION (25TH ANNIVERSARY INITIATIVE) MISSION: To select the winning t-shirt design created by STEP STUDENTS in recognition of the 25 th Anniversary of STEP programs. The designed will be used during the 15 th Annual STEP Statewide Student Conference in March of 2013.	Malcolm Hicks
STAFF PROFESSIONAL DEVELOPMENT COMMITTEE MEMBERS: Michelle Allevato, Rochester Institute of Technology Tanaya Thomas-Edwards, Syracuse University	Everton Barrett
STUDENT AND STAFF ENTERTAINMENT	Oswaldo Cabrera Cameron Lewis
STUDENT AMBASSADORS PROGRAM MISSION: To organize student representatives from the various institutions, who will assist the Conference Planning Committee with introductions of workshop presenters and keynote speaker, evening social events, 5 th Annual college fair, student research poster and robotics competitions, 25 th Anniversary Dinner, and the awards ceremony.	Kim Overrocker