# Important Dates and General Conference Information at a Glance

| *Important Deadlines* | *Information* | *Additional Information* |
|---|---|---|
| **January 10, 2014** | **Due Date for Workshop Proposals**<br><br>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. | **Page 8** |
| **January 28, 2014 by 4:00pm** | **Poster Abstracts for the Student Research Poster Competition**<br>▪ Due to an increase in the number of students and institutions desiring to participate in the poster presentation competition, **a maximum of 3 posters from each institution will be accepted.**<br><br>▪ **All abstracts and lists of references/bibliographies must be submitted by 4:00pm Tuesday, January 28, 2014 via the ONLINE SUBMISSION PROCESS.**<br><br>▪ Abstracts that are more than 150 words in length ***will not*** be accepted for the competition.  Abstracts that exceed the 150 words length <u>will be eliminated from the competition</u>.<br><br>▪ Institutions should not submit more than 3 abstracts for the poster competition.  Institutions that <u>exceed the submission limit will have all abstracts eliminated</u> from the competition. | **Student Poster Competition Information**<br>*Attachment* |
| **February 7, 2014** | **7ᵗʰ Annual College Fair Registration Deadline**<br>To increase the number of institutions participating in the 2014 STEP Student Conference College Fair on Saturday, March 29, 2014, 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. | **Pages 9—10** |

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| **Refer to Dates** | **Conference Registration Rates**<br><br>The **registration rate will be determined by the deadlines.** Registration delivered to Syracuse University after February 21, 2014 will not be accepted. *Unfortunately, exceptions cannot be made for any institution.*<br><br>Registration Fees will **ONLY** be accepted in the form of **INSTITUTIONAL CHECKS** or Money Orders. *Personal Checks, Cash, Credit Cards, and Electronic Transfer of Funds* are not acceptable forms of payment. | **Conference Registration Form**<br>*Attachment* |

| REGISTRATION FEES AND DEADLINES | 2014 CONFERENCE REGISTRATION FEES *(per person rate)* |
|---|---|
| **Early Registration Fee** *(Must Be Received By January 17, 2014)* | $175.00/per person |
| **Regular Registration Fee** *(Must Be Received By January 31, 2014)* | $200.00/per person |
| **Late Registration Fee** *(Must Be Received By February 21, 2014)* | $225.00/per person |

This fee does *not* cover hotel/lodging. The conference does not pay for students and staffs' hotel accommodations.

The maximum **number of registrants per institution** is TWENTY (20). Registrants are composed of project administrators, students, staff, parents, instructors, volunteers, chaperones, faculty sponsors, project administrators' children and spouse, etc.

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| **February 21, 2014**<br><br>**The last day to register for the 2014 Conference.** | **Conference Registration Process**<br><br>**STEP 1: Registration Fees**<br>**Submit a completed registration packet (a total of 4 pages)** with your registration fees *(institutional check or money order)* for a maximum of 20 participants directly to Syracuse University.<br><br>**STEP 2: Albany Marriott Hotel Reservation Form Submission**<br>The Albany Marriott Hotel Reservation Form will be emailed to institutions **AFTER REGISTRATION FEES have been paid to Syracuse University.** Each institution is responsible for registering all institution participants *(a maximum of 20 participants)* **directly with the Albany Marriott Hotel** by using the Hotel Reservation Form. | **Conference Registration Form**<br>*Attachment* |

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| **February 28, 2014**<br><br>*The last day to register for the 2014 Conference at the Marriott Hotel.* | **Albany Marriott Hotel Reservations Deadline**<br><br>**Hotel Package Rates** (*per person*) 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.<br><br>**Package plan**<br><br>**Two Night Stay**<br>Arrival Friday, March 28, 2014 and Departure Sunday, March 30, 2014<br><br>**Five Meals**<br>Friday 3/28 – Dinner;   Saturday 3/29 – Breakfast, Lunch, and Dinner; Sunday 3/30 – Breakfast<br><br>**Package Rates** | *The Albany Marriott Hotel Reservation Form will be emailed to institutions **AFTER REGISTRATION FEES have been paid to Syracuse University**.* |

| Per Person Rate **with Tax** | | Per Person Rate **without Tax** | |
|---|---|---|---|
| Single Occupancy: | $427.06 | Single Occupancy: | $384.07 |
| Double Occupancy: | $297.10 | Double Occupancy: | $270.07 |
| Triple Occupancy: | $253.79 | Triple Occupancy: | $232.07 |
| Quad Occupancy: | $232.12 | Quad Occupancy: | $213.07 |

**The <u>maximum number of occupants per hotel room is FOUR (4)</u>*. Exceptions to the maximum number cannot be made for any institution.*

*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.*

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| **February 21, 2014**<br><br>*Names of Student Ambassadors received after the February 21, 2014 deadline will not be accepted. Unfortunately, exceptions cannot be made for any institution.* | **Student Ambassador Program and Nomination Process**<br><br>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 via the online process.** *Unfortunately, exceptions will not be made to the one student ambassador per institution.* Ambassadors will be able to assist the Conference Planning Committee in the areas listed below during the three-day conference:<br><br>**Introductions** of Workshop Presenters and Keynote Speaker<br><br>**Social Events** on Friday and Saturday Evenings<br><br>7th Annual **College Fair** on Saturday Afternoon<br><br>**Poster Competition** on Saturday Afternoon<br><br>**Celebratory Dinner** on Saturday Evening<br><br>**Sunday Morning Program** Awards Ceremony | **Page 6** |

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| **Intent to Participate Form**<br><br>**December 20, 2014** | **2nd Annual Robotics Competition**<br><br>To cultivate and promote the innovative spirit, leadership, and teambuilding skills of the STEP students, the conference will host its second Annual Robotics Competition Saturday, March 30, 2014 from 2:00pm to 5:00pm.  If you are interested in participating in this event, please complete the Intent to Participate Form and e-mail it back to the subcommittee co-chair by **Friday, December 20, 2014**:<br><br>Christy Stephenson        Mohawk Valley Community College<br>cstephenson@mvcc.edu<br><br>*Competition Guidelines and Submission Instructions will be sent to institutions completing the Intent to Participate Form by the December 20, 2014 deadline.* | **Page 7** |