

Important Dates and General Conference Information at a Glance

| <i>Important Deadlines</i> | <i>Information</i> | <i>Additional Information</i> |
|---------------------------------------|--|--|
| January 16, 2015 | <p align="center">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>i.e., cell phone, e-mail and social networks</i>), financial literacy, peer pressure (<i>bullying</i>), self-esteem, internships, student responsibility, leadership skills, communication skills, setting goals, and personal success.</p> | Page 8 |
| January 27, 2015 by 4:00pm | <p>Poster Abstracts for the Student Research Poster Competition</p> <ul style="list-style-type: none"> ▪ 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. ▪ <u>ALL ABSTRACTS and LISTS</u> of references/bibliographies must be submitted by 4:00pm Tuesday, January 27, 2015 via the ONLINE SUBMISSION PROCESS. ▪ 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> ▪ 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 <i>Attachment</i> |
| February 13, 2015 | <p align="center">8th Annual College Fair Registration Deadline</p> <p>To increase the number of institutions participating in the 2015 STEP Student Conference College Fair on Saturday, March 28, 2015, 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> | Pages 9—10 |

| <i>Important Deadlines</i> | <i>Information</i> | <i>Additional Information</i> | | | | | | | | |
|--|---|---|--|---|---------------------|---|---------------------|---|---------------------|---|
| <p>Refer to Dates</p> | <p align="center">Conference Registration Rates</p> <p>The registration rate will be determined by the deadlines. Registration delivered to Syracuse University after February 20, 2015 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. Personal Checks, Cash, Credit Cards, and Electronic Transfer of Funds are not acceptable forms of payment.</p> <table border="1" data-bbox="399 600 1247 953"> <thead> <tr> <th data-bbox="399 600 842 709">REGISTRATION FEES AND DEADLINES</th> <th data-bbox="842 600 1247 709">2014 CONFERENCE REGISTRATION FEES (per person rate)</th> </tr> </thead> <tbody> <tr> <td data-bbox="399 709 842 789"> Early Registration Fee (Must Be Received By January 23, 2015) </td> <td data-bbox="842 709 1247 789"> \$175.00/per person </td> </tr> <tr> <td data-bbox="399 789 842 869"> Regular Registration Fee (Must Be Received By February 6, 2015) </td> <td data-bbox="842 789 1247 869"> \$200.00/per person </td> </tr> <tr> <td data-bbox="399 869 842 953"> Late Registration Fee (Must Be Received By February 20, 2015) </td> <td data-bbox="842 869 1247 953"> \$225.00/per person </td> </tr> </tbody> </table> <p>This fee does not cover hotel/lodging. The conference does not pay for students and staffs' hotel accommodations.</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, project administrators' children and spouse, etc.</p> | REGISTRATION FEES AND DEADLINES | 2014 CONFERENCE REGISTRATION FEES (per person rate) | Early Registration Fee (Must Be Received By January 23, 2015) | \$175.00/per person | Regular Registration Fee (Must Be Received By February 6, 2015) | \$200.00/per person | Late Registration Fee (Must Be Received By February 20, 2015) | \$225.00/per person | <p align="center">Conference Registration Form <i>Attachment</i></p> |
| REGISTRATION FEES AND DEADLINES | 2014 CONFERENCE REGISTRATION FEES (per person rate) | | | | | | | | | |
| Early Registration Fee (Must Be Received By January 23, 2015) | \$175.00/per person | | | | | | | | | |
| Regular Registration Fee (Must Be Received By February 6, 2015) | \$200.00/per person | | | | | | | | | |
| Late Registration Fee (Must Be Received By February 20, 2015) | \$225.00/per person | | | | | | | | | |
| <p>February 20, 2015</p> <p>The last day to register for the 2015 Conference.</p> | <p align="center">Conference Registration Process</p> <p>STEP 1: Conference Registration Fees Submit a completed registration packet (a total of 4 pages) with your registration fees (<i>institutional check or money order</i>) for a maximum of 20 participants directly to Syracuse University.</p> <p>STEP 2: Albany Marriott Hotel Reservation Form Submission The Albany Marriott Hotel Reservation Form will be emailed to institutions AFTER CONFERENCE REGISTRATION FEES have been paid to Syracuse University. Each institution is responsible for registering all institution participants (<i>a maximum of 20 participants</i>) directly with the Albany Marriott Hotel by using the Hotel Reservation Form.</p> | <p align="center">Conference Registration Form <i>Attachment</i></p> | | | | | | | | |

| Important Deadlines | Information | Additional Information | | | | | | | | | | |
|--|--|-------------------------------------|------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------|--------------------------|---|
| <p>February 27, 2015</p> <p><i>The last day to register for the 2015 Conference at the Marriott Hotel.</i></p> | <p align="center">Albany Marriott Hotel Reservations Deadline</p> <p>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.</p> <p align="center">Package plan</p> <p>Two Night Stay Arrival Friday, March 27, 2015 and Departure Sunday, March 29, 2015</p> <p>Five Meals Friday 3/27 – Dinner; Saturday 3/28 – Breakfast, Lunch, and Dinner; Sunday 3/29 – Breakfast and Box Lunch</p> <p>Package Rates</p> <table border="1" data-bbox="412 720 1235 926"> <thead> <tr> <th>Per Person Rate with Tax</th> <th>Per Person Rate without Tax</th> </tr> </thead> <tbody> <tr> <td>Single Occupancy: \$455.47</td> <td>Single Occupancy: \$410.34</td> </tr> <tr> <td>Double Occupancy: \$323.23</td> <td>Double Occupancy: \$294.34</td> </tr> <tr> <td>Triple Occupancy: \$279.14</td> <td>Triple Occupancy: \$255.66</td> </tr> <tr> <td>Quad Occupancy: \$257.11</td> <td>Quad Occupancy: \$236.34</td> </tr> </tbody> </table> <p>**The maximum number of occupants per hotel room is FOUR (4). Exceptions to the maximum number cannot be made for any institution.</p> <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: \$455.47 | Single Occupancy: \$410.34 | Double Occupancy: \$323.23 | Double Occupancy: \$294.34 | Triple Occupancy: \$279.14 | Triple Occupancy: \$255.66 | Quad Occupancy: \$257.11 | Quad Occupancy: \$236.34 | <p><i>The Albany Marriott Hotel Reservation Form will be emailed to institutions</i></p> <p>AFTER REGISTRATION FEES have been paid to Syracuse University.</p> |
| Per Person Rate with Tax | Per Person Rate without Tax | | | | | | | | | | | |
| Single Occupancy: \$455.47 | Single Occupancy: \$410.34 | | | | | | | | | | | |
| Double Occupancy: \$323.23 | Double Occupancy: \$294.34 | | | | | | | | | | | |
| Triple Occupancy: \$279.14 | Triple Occupancy: \$255.66 | | | | | | | | | | | |
| Quad Occupancy: \$257.11 | Quad Occupancy: \$236.34 | | | | | | | | | | | |
| <p>February 20, 2015</p> <p><i>Names of Student Ambassadors received after the February 20, 2015 deadline will not be accepted. Unfortunately, exceptions cannot be made for any institution.</i></p> | <p align="center">Student Ambassador Program and Nomination Process</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 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:</p> <p>Introductions of Workshop Presenters and Keynote Speaker</p> <p>Social Events on Friday and Saturday Evenings</p> <p>8th Annual College Fair on Saturday Afternoon</p> <p>Poster Competition on Saturday Afternoon</p> <p>Celebratory Dinner on Saturday Evening</p> <p>Sunday Morning Program Awards Ceremony</p> | <p align="center">Page 6</p> | | | | | | | | | | |

| <i>Important Deadlines</i> | <i>Information</i> | <i>Additional Information</i> |
|---|--|--------------------------------------|
| <p>Intent to Participate Form</p> <p>January 16, 2015</p> | <p align="center">2015 Robotics Exhibition</p> <p>To cultivate and promote the innovative spirit, teambuilding and oral presentation skills of the STEP students, the conference will host a Robot Exhibition Saturday, March 28, 2015 from 2:15pm to 5:00pm. The non-competitive exhibit will allow teams to showcase and demonstrate their best working robot! Students not participating in the event will be given the opportunity to visit the exhibition. Due to space constraints the competition will be limited to 12 teams, with a ONE TEAM per institution limit. <u>Teams will be accepted on a first come first serve basis</u> until all the spaces have been filled. Institutions MUST COMPLETE & SUBMIT the <i>Intent to Participate Form</i> (this form) in order to participate in the 2015 exhibition and email to the subcommittee chair by Friday, January 16, 2015. <i>Exhibition Guidelines and details will be sent to institutions accepted into the exhibition.</i></p> <p>Christy Stephenson Mohawk Valley Community College cstephenson@mvcc.edu</p> | <p align="center">Page 7</p> |
| <p>January 16, 2015</p> | <p align="center">2015 STEP Statewide Conference Subcommittees Invitation</p> <p>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 2015 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 to be a part of the subcommittees is Friday, January 16, 2015. Please refer to page 11 of this packet for the list of subcommittees and chairs.</p> | <p align="center">Page 11</p> |