



20th Annual STEP Statewide Student Conference

March 23, 2018 to March 25, 2018 Albany Marriott ~ Albany, New York

Hosted by the New York State Education Department and Syracuse University

11TH ANNUAL COLLEGE FAIR

The Science and Technology Entry Program (STEP) of New York State invites **College Representatives** to attend a **College Fair** at our March statewide student conference! The College Fair will be one of the many exciting events that will take place during the **20th Annual STEP Statewide Student Conference from March 23 to March 25, 2018, at the Marriott Hotel in Albany, New York** (189 Wolf Road, Albany, New York 12205 - (518) 458-8444.)

STEP is comprised of 59 colleges and universities across New York State, and one of its many purposes is to provide middle and high school students with practical experience in the scientific, technical, and health-related fields, and to prepare students for the rigors of college and beyond. Over 450 students and 150 program directors/advisors regularly attend the conference. Do not miss this opportunity to share valuable information about your institution in a forum that captures the attention of perspective students and staff across New York State, those of whom helped to garner the **2003 Presidential Award for Excellence in Science, Mathematics, and Engineering Mentorship (PAESMEM)**! More information about this award winning program may be found on the New York State Education Department's website at <http://www.highered.nysed.gov/kiap/step> or www.stepforleaders.org

The College Fair will be held on Saturday, March 24, 2017, from 2:00pm to 4:00pm. Set-up for the fair will be from 1:15pm to 1:45pm. The cost of providing valuable and timely information to this critical mass of students and project administrators is \$150.00. (This fee does not include hotel costs or transportation to and from the conference site in Albany, New York).

If your institution has a STEP Program paying conference registration fees for their students, the admissions office can participate in the fair for FREE. However, all non-registered institutions will have to pay the \$150.00 fee to participate in the fair.

Please notify the conference committee of your institution's intent to participate in this event by e-mailing or faxing the enclosed form by **February 9, 2018** to **Mary Stickney** sticknme@potdam.edu (preferred method) or (315) 267-3343 (fax number).

If necessary, please make all checks payable to **Syracuse University**, and mail to:

Mail Checks to:
Mary Stickney
SUNY Potsdam
44 Pierrepoint Avenue
STEP Office 206 Sisson Hall
Potsdam, NY 13676

For additional information about the fair, please contact one of the College Fair Sub-Committee Co-chairs.

2018 STEP STATEWIDE STUDENT CONFERENCE COLLEGE FAIR SUB-COMMITTEE CO-CHAIRS:

Cecelia Russo St. John's University russoc@stjohns.edu (718) 990—6667

Mary Stickney SUNY Potsdam sticknme@potdam.edu (315) 267—2584



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11TH ANNUAL COLLEGE FAIR REGISTRATION FORM

Institution Name _____

*Name of Representative Attending College Fair: _____
** This name will be included in the conference book.

Representative's Title _____

Mailing Address _____

School's/Program's Website URL: _____

E-Mail _____ Telephone _____ FAX _____
(All further correspondence will be via e-mail.)

The College Fair will be held at the Marriott Hotel in Albany, New York on **Saturday, March 24, 2018 from 2:00pm to 4:00pm**. Set-up for the fair will be from 1:15pm to 1:45pm.

REGISTRATION INFORMATION:

{ } Please register our school for the STEP College Fair—**Saturday, March 24, 2018**.
My institution's STEP Program has submitted its conference registration fees, which covers my fee.

STEP Program Director/Coordinator: _____ Email Address: _____

{ } Please register our school for the STEP College Fair—**Saturday, March 24, 2018**.
My institution does not have a STEP Program or our program will not be attending. Enclosed please find the non-refundable registration fee of \$150.00 payable to Syracuse University.

Checks should be made payable to: Syracuse University

Mail Checks to:

Mary Stickney
SUNY Potsdam
44 Pierrepont Avenue
NCSTEP Office 206 Sisson Hall
Potsdam, NY 13676

****Registration is **NOT** confirmed until the fee is paid. The **official registration deadline is February 9, 2018**, but we encourage early registration, as we will only be accepting a maximum of 30 institutions.****

SUBMIT REGISTRATION FORMS BY **February 9, 2018** to:

E-mail as a PDF document sticknme@potsdam.edu Subject: STEP Statewide Student Conference College Fair
(Preferred Method)

FAX # 315-267-3343 Attention: STEP Statewide Student Conference College Fair

For additional information, please contact one of the College Fair Sub-Committee Co-chairs.

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