

CONFERENCE REGISTRATION INFORMATION



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STUDENT RESEARCH POSTER COMPETITION JUDGES' NOMINATION

Individuals interested in serving as a judge for the Student Research Poster Competition should complete the [2017 Judges Nomination Link](#). Nominations will only be accepted via the online form. Nomination Deadline is February 3, 2017.

~~~ Attachments ~~~

(1) CONFERENCE REGISTRATION FORMS & INSTRUCTIONS

(2) STUDENT RESEARCH POSTER PRESENTATION COMPETITION

- Poster Presentation Competition Guidelines & Submission Process
- Poster Presentation Rubric

Important Dates and General Conference Information at a Glance

Important Deadlines	Information	Additional Information
<p>January 20, 2017</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>i.e.</i>, cell phone, e-mail and social networks), financial literacy, peer pressure (<i>bullying</i>), self-esteem, internships, student responsibility, leadership skills, communication skills, setting goals, and personal success.</p>	<p>Page 7</p>
<p>January 24, 2017 by 12:00pm</p>	<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 12:00pm Tuesday, January 24, 2017 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. ▪ The online submission site will remain opened to participants 24 hours a day 7days a week until the 12:00pm January 24, 2017 deadline. 	<p>Student Poster Competition Information <i>Attachment</i></p>
<p>February 10, 2017</p>	<p>10th Annual College Fair Registration Deadline</p> <p>To increase the number of institutions participating in the 2017 STEP Statewide Student Conference College Fair on Saturday, March 25, 2017, 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 participate</u> in the fair.</p>	<p>Pages 8—9</p>

<i>Important Deadlines</i>	<i>Information</i>	<i>Additional Information</i>								
<p>Refer to Dates</p>	<p style="text-align: center;">Conference Registration Rates</p> <p>The registration rate will be determined by the deadlines listed below. The last day to register for the 2017 STEP Statewide Student Conference is Friday, February 17, 2017! Any forms or payments received after Unfortunately, exceptions cannot be made for any institution.</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="399 590 1247 940"> <thead> <tr> <th data-bbox="399 590 889 695">REGISTRATION FEES AND DEADLINES</th> <th data-bbox="889 590 1247 695">2017 CONFERENCE REGISTRATION FEES (per person rate)</th> </tr> </thead> <tbody> <tr> <td data-bbox="399 695 889 772"> Early Registration Fee Deadline January 27, 2017 </td> <td data-bbox="889 695 1247 772"> \$175.00/per person </td> </tr> <tr> <td data-bbox="399 772 889 850"> Regular Registration Fee Deadline February 10, 2017 </td> <td data-bbox="889 772 1247 850"> \$200.00/per person </td> </tr> <tr> <td data-bbox="399 850 889 940"> Late Registration Fee Deadline February 17, 2017 </td> <td data-bbox="889 850 1247 940"> \$225.00/per person </td> </tr> </tbody> </table> <p>This fee does <i>not</i> cover hotel/lodging. The conference does not pay for students and staffs' hotel accommodations.</p> <p>The maximum number of registrants per institution is FIFTEEN (15). Registrants are composed of project administrators, students, staff, parents, instructors, volunteers, chaperones, faculty sponsors, project administrators' children and spouse, etc.</p> <p>This conference is only opened to middle and high school students enrolled in STEP Programs.</p>	REGISTRATION FEES AND DEADLINES	2017 CONFERENCE REGISTRATION FEES (per person rate)	Early Registration Fee Deadline January 27, 2017	\$175.00/per person	Regular Registration Fee Deadline February 10, 2017	\$200.00/per person	Late Registration Fee Deadline February 17, 2017	\$225.00/per person	<p style="text-align: center;">Conference Registration Form <i>Attachment</i></p>
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<p>February 17, 2017</p> <p>The last day to register for the 2017 Conference.</p>	<p style="text-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 15 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 15 participants</i>) directly with the Albany Marriott Hotel by using the Hotel Reservation Form.</p>	<p style="text-align: center;">Conference Registration Form <i>Attachment</i></p>								

Important Deadlines	Information	Additional Information										
<p>February 24, 2017</p> <p><i>The last day to register for the 2017 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 24, 2017 and Departure Sunday, March 26, 2017</p> <p>Five Meals Friday 3/24 – Dinner; Saturday 3/25 – Breakfast, Lunch, and Dinner; Sunday 3/26 – Breakfast and Box Lunch</p> <p>Package Rates</p> <table border="1" data-bbox="412 709 1235 915"> <thead> <tr> <th>Per Person Rate with Tax</th> <th>Per Person Rate without Tax</th> </tr> </thead> <tbody> <tr> <td>Single Occupancy: \$478.09</td> <td>Single Occupancy: \$430.50</td> </tr> <tr> <td>Double Occupancy: \$340.15</td> <td>Double Occupancy: \$309.50</td> </tr> <tr> <td>Triple Occupancy: \$294.17</td> <td>Triple Occupancy: \$269.16</td> </tr> <tr> <td>Quad Occupancy: \$271.18</td> <td>Quad Occupancy: \$249.00</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>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.</p> <p><u>THERE ARE NO MEALS ONLY PACKAGES AT THE HOTEL.</u> All participants must stay at the Marriott Hotel.</p>	Per Person Rate with Tax	Per Person Rate without Tax	Single Occupancy: \$478.09	Single Occupancy: \$430.50	Double Occupancy: \$340.15	Double Occupancy: \$309.50	Triple Occupancy: \$294.17	Triple Occupancy: \$269.16	Quad Occupancy: \$271.18	Quad Occupancy: \$249.00	<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>
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<p>February 17, 2017</p> <p><i>Names of Student Ambassadors received after the February 17, 2017 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>10th 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>
January 13, 2017	<p align="center">2017 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 2017 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 <u>Friday, January 13, 2017</u>. Please refer to page 10 of this packet for the list of subcommittees and chairs.</p>	Page 10

TENTATIVE CONFERENCE SCHEDULE

STEP Conference 2017

Friday ~ March 24th

TIME	ACTIVITY
3:00pm ~ 7:30pm	Registration
3:00pm ~ 7:00pm	Student Research Poster Competition Confirmation & Submission of <i>"Indication of Understanding"</i> Forms
4:15pm ~ 5:30pm	Student Concurrent Workshop Sessions
6:30pm ~ 8:30pm	STEP Pep Rally/Roll Call Buffet Dinner
9:00pm ~ 11:30pm	Coffee House/Talent Show/Games Student Entertainment
9:30pm ~ 11:30pm	APACS Reception for Program Administrators & Chaperones

Saturday ~ March 25th

TIME	ACTIVITY
7:30am ~ 8:30am	Breakfast
8:30am ~ 8:45am	Plenary Session
8:45am—9:15am	Student Poster Display Setup
9:00am ~ 10:30am	Registration
9:30am ~ 11:00am	Poster Judges Meeting
9:30am ~ 12:00pm	Staff Professional Development Workshop
9:00am ~ 10:15am & 10:30am ~ 11:45am	Student Concurrent Workshop Sessions
12:20pm ~ 1:20pm	Lunch Buffet
1:15pm ~ 1:45pm	Setup for College Fair
1:30pm ~ 2:00pm	Setup for Student Research Poster Presentation
2:00pm ~ 4:00pm	10 th Annual College Fair
2:15pm ~ 5:00pm	Student Research Poster Presentations
6:30pm ~ 8:30pm	Celebratory Dinner Keynote Address
9:30pm ~ 12:00am	Student Entertainment

Sunday ~ March 26th

TIME	ACTIVITY
7:30am ~ 9:00am	Breakfast
8:30am ~ 10:30am	Awards Ceremony, Closing Plenary Session & Box Lunches
10:30am ~ 11:30am	Check-Out

STEP STUDENT AMBASSADOR PROGRAM

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. This student should be someone who is *confident, articulate, and possess the ability* to act independently, as well as, work comfortably in group settings. We want every Ambassador to have the opportunity to represent their institution during the three-day conference, so please ***do not submit*** the names of more than one student.

During the 19th Annual STEP Statewide Student Conference, Student Ambassadors will **ASSIST** the 2017 STEP Statewide Student Conference Planning Committee with the following *Service Areas*:

- ✓ **Introductions**—[Keynote Speaker and Workshop Presenters on Friday Afternoon and Saturday]
- ✓ STEP Student **Pep Rally** on Friday Evening
- ✓ **Social Events** on Friday and Saturday Evenings
- ✓ 10th Annual **College Fair** on Saturday Afternoon
- ✓ Student **Research Poster Competition**
- ✓ **Saturday Dinner**—[Mistress and/or Master of Ceremony, Welcome, Introductions, etc.]
- ✓ **Sunday Morning Program**—[Awards Ceremony]
- ✓ All Ambassadors **will serve as ushers** during the Celebratory Dinner on Saturday Evening.

Once the conference schedule is set, Project Directors/Coordinators will receive student assignments and conference expectations as e-mail attachments. A **Mandatory Meeting for Student Ambassadors** will be held on **Friday, March 24, 2017 from 8:15pm to 9:00pm** (*tentative time*) in the Albany/Colonie Room. **Names emailed or faxed to Syracuse University will not be considered for this year's conference.**

To complete the registration process, please copy and paste into your browser the link below and follow the instructions on the website:

[2017 Student Ambassador Link](#)

The deadline to submit to names is **Friday, February 17, 2017**. Institutions *who fail to complete the registration form online* by the February 17th deadline **will not have a student** representative at the 2017 Conference; but will be eligible for participation at the 2018 STEP Statewide Student Conference.

Please *direct all calls and emails*** regarding the STEP Student Ambassador Program to **Megan Wickham**—Mohawk Valley Community College at (315) 792—5529 or [**mwickham@mvcc.edu**](mailto:mwickham@mvcc.edu).



19th Annual STEP Statewide Student Conference

March 24, 2017 to March 26, 2017 Albany Marriott ~ Albany, New York

Hosted by the New York State Education Department and Syracuse University

10TH 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 **19th Annual STEP Statewide Student Conference from March 24 to March 26, 2017, 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 25, 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 10, 2017** to Mary Stickney sticknme@potdam.edu (preferred method) or (315) 267-3343 (fax number).

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.

2017 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



19th Annual STEP Statewide Student Conference

March 24, 2017 to March 26, 2017 Albany Marriott ~ Albany, New York

Hosted by the New York State Education Department and Syracuse University

10TH 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 25, 2017 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 25, 2017**.
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 25, 2017**.
I have enclosed 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 10, 2017**, but we encourage early registration, as this event may fill before the deadline.****

SUBMIT REGISTRATION FORMS BY February 10, 2017 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.

2017 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@potsdam.edu	(315) 267—2584