



## CONFERENCE REGISTRATION FORM

2017 STEP Statewide Student Conference ▪ Albany Marriott ▪ March 24, 2017 to March 26, 2017

### INSTITUTION INFORMATION AND CONTACT PERSON

<b>*Name:</b>			
<b>Position:</b>			
<b>Institution:</b>			
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>	
<b>Telephone Number:</b>	<b>Fax Number:</b>	<b>E-mail Address:</b>	

\* This person will be considered the **PRIMARY CONTACT** for information pertaining to the conference.

### REGISTRATION FEES PER INSTITUTION

Each conference attendee is required to pay a per person registration fee, which is *non-refundable*. The CONFERENCE REGISTRATION fee **does not cover** hotel/lodging. The fee covers the costs associated with the keynote speaker, workshop presenters, poster presentation judges, conference books, conference bags, entertainment, and other conference related activities.

**Please note:** 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 DIRECTLY with the Albany Marriott Hotel (see page 4).** This registration fee does *not* cover hotel/lodging. The conference does not pay for students or staff hotel accommodations. The hotel **does not send out** reservation forms.

REGISTRATION FEES AND DEADLINES	2017 CONFERENCE REGISTRATION FEES <i>(per person rate)</i>
Early Registration Fee Deadline <b>January 27, 2017.</b>	\$175.00/per person
Regular Registration Fee Deadline <b>February 10, 2017.</b>	\$200.00/per person
**Late Registration Fee Deadline <b>February 17, 2017.</b>	\$225.00/per person

- The **maximum number of registrants** per institution is fifteen (15).
- **Registration rates are determined by the above deadline dates.**
  - **The LAST DAY to register for the 2017 STEP Statewide Student Conference is Friday, February 17, 2017!**
- Registration forms submitted without full payment will **not be processed**.
- 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.**\*\*\*
- **Institutional Checks and Money Orders should be made payable to: Syracuse University STEP Conference**
- Payment should be mailed to: Dr. Leonese Nelson ▪ Syracuse University ▪ STEP Program  
419 Sims Hall ▪ Syracuse, New York, 13244

## CONFERENCE REGISTRANT INFORMATION

Please note that the names listed in the following two sections are for conference registration purposes ONLY. These names will be used for name tags, conference materials (*such as bags and books*), and the student research poster competition. ***We will not register your participants for hotel or lodging (see page 4). Please ensure that names are spelled correctly and are typed or legibly written.***

### STUDENT PARTICIPANT NAMES

There **must be one adult chaperone** for every 4 students registered by your institution. The **maximum number of registrants per institution** is FIFTEEN (15). Registrants are project administrators, grant administrators, students, staff, parents, instructors, volunteers, chaperones, faculty sponsors, vice president, administrators' children and/or spouses.

	First Name	Last Name	Gender	Grade in School	Sunday Box Lunches	Special Dietary Needs
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

\*\*\* **Sunday Box Lunch Selections:** {H = Ham, RB = Roast Beef, T = Turkey, or V = Vegetarian} \*\*\*

\*\*\*Please identify the following **Dietary Needs** next to Registrant Names. *Dietary needs include: gluten free, peanut allergies, lactose intolerance, vegetarian, vegan, kosher diet, shellfish, etc.*

## CONFERENCE REGISTRANT INFORMATION

Please note that the names listed in the following two sections are for conference registration purposes ONLY. These names will be used for name tags, conference materials (*such as bags and books*), and the student research poster competition. *We will not register your participants for hotel or lodging (see page 4). Please ensure that names are spelled correctly and are typed or legibly written.*

### PROFESSIONAL STAFF & GUEST NAMES

There **MUST be one adult chaperone** for every 4 students registered by your institution. The **maximum number of registrants per institution** is FIFTEEN (15). Registrants are project administrators, students, staff, parents, instructors, volunteers, chaperones, faculty sponsors, vice president, administrators' children and their spouses.

### PROFESSIONAL STAFF & GUEST NAMES

	First Name	Last Name	Title (Dr., Mr., Mrs., or Ms.)	Chaperone	Sunday Box Lunches	Special Dietary Needs
1						
2						
3						
4						
5						
6						
7						
8						

\*\*\* **Sunday Box Lunch Selections:** {H = Ham, RB = Roast Beef, T = Turkey, or V = Vegetarian} \*\*\*

\*\*\*Please identify the following **Dietary Needs** next to Registrant Names. *Dietary needs include: gluten free, peanut allergies, lactose intolerance, vegetarian, vegan, kosher diet, shellfish, etc.*

*The maximum number of registrants per institution is FIFTEEN (15). There will be no exception to the maximum number of registrants per institution!*

## TRANSPORTATION PROFILE

**Each institution must complete and submit a Transportation Profile Form. (A completed registration packet includes this page!)**

1. Please indicate mode of transportation and the number of vehicles: (i.e. 2 buses, 1 van)

- Bus                      Number of Buses      \_\_\_\_\_
- Van                        Number of Vans        \_\_\_\_\_
- Car                        Number of Cars        \_\_\_\_\_

2. Are you car pooling with another institution?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, which one(s) \_\_\_\_\_

3. Estimated time of arrival on **Friday, March 24, 2017**: \_\_\_\_\_

\*\* The hotel check-in time is 4:00pm on Friday, March 24, 2017.

4. Estimated time of departure (if **later than 12:00pm on Sunday, March 26, 2017**): \_\_\_\_\_

## CONFERENCE REGISTRATION PROCESS

### STEP 1: Registration Fees

Please **print and send this completed form** with your registration fees (*institutional check or money order*) for a maximum of 15 participants directly to Syracuse University. The conference registration fee does not cover hotel/lodging at the Marriott Hotel—conference site.

**\*\*\*Research Foundations should place the name of the institution within the memo section of the check.**

**\*\*\*Personal checks, cash, credit cards, and electronic transfer of funds are not acceptable forms of payment.\*\*\***

### STEP 2: Albany Marriott Hotel Reservation Form Submission

The Albany Marriott Hotel Reservation Form **will be emailed** to institutions **AFTER THE CONFERENCE REGISTRATION FEES have been paid to Syracuse University**. Each institution is responsible for registering all institution participants (*a maximum of 15 participants*) **directly with the Albany Marriott Hotel** by using the Hotel Reservation Form.

*The maximum number of registrants per institution is FIFTEEN (15). There will be no exception to the maximum number of registrants per institution!*

- **The LAST DAY to register for the 2017 STEP Statewide Student Conference is Friday, February 17, 2017!**

*\*\*Please retain a copy of this packet for your records!*