

## Important Dates and General Conference Information at a Glance

Important Deadlines	Information	Additional Information
<p><b>January 18, 2013</b></p>	<p><b>Due Date for Workshop Proposals</b></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><b>***Information sent as an e-mail attachment on November 8, 2012.***</b></p>	<p><a href="http://www.stepforleaders.org">www.stepforleaders.org</a></p>
<p><b>January 18, 2013 by 4:00pm</b></p>	<p><b>Poster Abstracts for the Student Research Poster Competition</b></p> <ul style="list-style-type: none"> <li>▪ Due to an increase in the number of students and institutions desiring to participate in the poster presentation competition, <b>a maximum of 3 posters from each institution will be accepted.</b></li> <li>▪ <b>All abstracts and lists of references/bibliographies must be submitted by 4:00pm Friday, January 18, 2013 via the ONLINE SUBMISSION PROCESS.</b></li> <li>▪ Abstracts that are <b>more than 150 words in length will not</b> be accepted for the competition. Abstracts that exceed the 150 words length <u>will be eliminated from the competition.</u></li> <li>▪ <b>Institutions should not submit more than 3 abstracts</b> for the poster competition. Institutions that <u>exceed the submission limit will have all abstracts eliminated</u> from the competition.</li> </ul> <p><b>***Information sent as e-mail attachments on November 14, 2012.***</b></p>	<p><a href="http://www.stepforleaders.org">www.stepforleaders.org</a></p>
<p><b>February 8, 2013</b></p>	<p><b>6<sup>th</sup> Annual College Fair Registration Deadline</b></p> <p>To increase the number of institutions participating in the 2013 STEP Student Conference College Fair on Saturday, March 9, 2013, 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> <p><b>***Information sent as e-mail attachments on November 6, 2012.***</b></p>	<p><a href="http://www.stepforleaders.org">www.stepforleaders.org</a></p>

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<p><b>Postmark Dates will determine Registration Fees.</b></p>	<p align="center"><b>Conference Registration Rates</b></p> <p>The <b>registration rate will be determined by the postmark date</b> of the registration submission. Registration delivered to Syracuse University after <b>February 8, 2013</b> will not be accepted. <i>Unfortunately, exceptions cannot be made for any institution.</i></p> <p>Registration Fees will <b>ONLY</b> be accepted in the form of <b>INSTITUTIONAL CHECKS</b> or Money Orders. <i>Personal Checks, Cash, and Credit Cards are not acceptable forms of payment.</i></p> <table border="1" data-bbox="399 600 1247 953"> <thead> <tr> <th data-bbox="399 600 829 709">REGISTRATION FEES AND DEADLINES</th> <th data-bbox="829 600 1247 709">2013 CONFERENCE REGISTRATION FEES (per person rate)</th> </tr> </thead> <tbody> <tr> <td data-bbox="399 709 829 789"> <b>Early Registration Fee</b> (Postmarked <b>By January 18, 2013</b>) </td> <td data-bbox="829 709 1247 789">           \$155.00/per person         </td> </tr> <tr> <td data-bbox="399 789 829 869"> <b>Regular Registration Fee</b> (Postmarked <b>Before January 25, 2013</b>) </td> <td data-bbox="829 789 1247 869">           \$175.00/per person         </td> </tr> <tr> <td data-bbox="399 869 829 953"> <b>Late Registration Fee</b> (Postmarked <b>Before February 8, 2013</b>) </td> <td data-bbox="829 869 1247 953">           \$195.00/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 <b>number of registrants per institution is TWENTY (20)</b>. 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	2013 CONFERENCE REGISTRATION FEES (per person rate)	<b>Early Registration Fee</b> (Postmarked <b>By January 18, 2013</b> )	\$155.00/per person	<b>Regular Registration Fee</b> (Postmarked <b>Before January 25, 2013</b> )	\$175.00/per person	<b>Late Registration Fee</b> (Postmarked <b>Before February 8, 2013</b> )	\$195.00/per person	<p align="center"><b>Conference Registration Form</b> <i>Attachment</i></p>
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<p><b>February 8, 2013</b></p> <p>The last day to register for the 2013 Conference.</p>	<p align="center"><b>Conference Registration Process</b></p> <p><b>STEP 1: Registration Fees</b>  <b>Submit a completed registration packet (a total of 4 pages)</b> with your registration fees (<i>institutional check or money order</i>) for a maximum of 20 participants directly to Syracuse University.</p> <p><b>STEP 2: Albany Marriott Hotel Reservation Form Submission</b>  The Albany Marriott Hotel Reservation Form will be emailed to institutions <b>AFTER REGISTRATION FEES have been paid to Syracuse University</b>. Each institution is responsible for registering all institution participants (<i>a maximum of 20 participants</i>) <b>directly with the Albany Marriott Hotel</b> by using the Hotel Reservation Form.</p>	<p align="center"><b>Conference Registration Form</b> <i>Attachment</i></p>								

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<p><b>February 11, 2013</b></p> <p><i>The last day to register for the 2013 Conference at the Marriott Hotel.</i></p>	<p align="center"><b>Albany Marriott Hotel Reservations Deadline</b></p> <p><b>Hotel Package Rates</b> (per person) include the cost of the hotel stay and all the meals during the conference. <b>Each institution is responsible for registering all students and staff attending under the institution <u>DIRECTLY</u> with the Albany Marriott Hotel.</b></p> <p align="center"><b>Package plan</b></p> <p><b>Two Night Stay</b> Arrival Friday, March 8, 2013 and Departure Sunday, March 10, 2013</p> <p><b>Five Meals</b> Friday 3/8 – Dinner; Saturday 3/9 – Breakfast, Lunch, and Dinner; Sunday 3/10 – Breakfast</p> <p><b>Package Rates</b></p> <table border="1" data-bbox="412 720 1235 963"> <thead> <tr> <th>Per Person Rate <b>with Tax</b></th> <th>Per Person Rate <b>without Tax</b></th> </tr> </thead> <tbody> <tr> <td>Single Occupancy: \$417.76</td> <td>Single Occupancy: \$375.64</td> </tr> <tr> <td>Double Occupancy: \$290.08</td> <td>Double Occupancy: \$263.64</td> </tr> <tr> <td>Triple Occupancy: \$247.52</td> <td>Triple Occupancy: \$226.30</td> </tr> <tr> <td>Quad Occupancy: \$226.24</td> <td>Quad Occupancy: \$207.64</td> </tr> <tr> <td>Meals ONLY: \$162.40</td> <td>Meals ONLY: \$151.63</td> </tr> </tbody> </table> <p>**The <u>maximum number of occupants per hotel room is FOUR (4)</u>. 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 <b>with Tax</b>	Per Person Rate <b>without Tax</b>	Single Occupancy: \$417.76	Single Occupancy: \$375.64	Double Occupancy: \$290.08	Double Occupancy: \$263.64	Triple Occupancy: \$247.52	Triple Occupancy: \$226.30	Quad Occupancy: \$226.24	Quad Occupancy: \$207.64	Meals ONLY: \$162.40	Meals ONLY: \$151.63	<p><i>The Albany Marriott Hotel Reservation Form will be emailed to institutions</i></p> <p><b>AFTER REGISTRATION FEES have been paid to Syracuse University.</b></p>
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<p><b>February 8, 2013</b></p> <p><i>Names of Student Ambassadors received after the February 8, 2013 deadline will not be accepted. Unfortunately, exceptions cannot be made for any institution.</i></p>	<p align="center"><b>Student Ambassador Program and Nomination Process</b></p> <p>The STEP Statewide Student Conference is designed as a <b>student-centered</b> event. To make this design a reality, <b>Project Administrators are asked to select ONE student to represent their institution during the conference via the online process.</b> 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><b>Introductions</b> of Workshop Presenters and Keynote Speaker</p> <p><b>Social Events</b> on Friday and Saturday Evenings</p> <p>6<sup>th</sup> Annual <b>College Fair</b> on Saturday Afternoon</p> <p><b>Poster Competition</b> on Saturday Afternoon</p> <p><b>Celebratory Dinner</b> on Saturday Evening</p> <p><b>Sunday Morning Program Awards Ceremony</b></p>	<p align="center"><b>Page 7</b></p>												

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<p><b>February 15, 2013 by 11:59pm to</b></p> <p><b>Kim Overrocker</b> <a href="mailto:koverrocker@mvcc.edu">koverrocker@mvcc.edu</a></p>	<p align="center"><b>T-Shirt Design Competition Guidelines &amp; Submission Instructions/Template</b></p> <p>To celebrate STEP Programs preparing Science, Technology, and Licensed Professionals, <i>STEP Students</i> are asked to design a t-shirt that promote and inspire the mission of the STEP Program. The winning t-shirt design will be used during the 16<sup>th</sup> Annual STEP Statewide Student Conference in March of 2014.</p> <p>Due to an increase in the number of students and institutions desiring to participate in the t-shirt design competition, <b>only ONE DESIGN from each institution will be accepted.</b></p>	<p align="center"><b>Pages 8—9</b></p>
	<p align="center"><b>2014 Robotics Competition</b></p> <p>The Robotics Competition <b><u>WILL NOT TAKE</u></b> place during the 2013 STEP Statewide Student Conference. The competition will return in 2014!</p> <p>We thank each of you in advance for your cooperation and support as we work to define the competition guidelines for students' participation at the 2014 STEP Statewide Student Conference.</p>	

## 2013 STEP STATEWIDE STUDENT CONFERENCE PLANNING COMMITTEE

<i>Committee Members</i>	<i>Institutions</i>	<i>E-mail Addresses</i>	<i>Contact Numbers</i>	<i>Regions</i>
Everton Barrett <b>PHOTOGRAPHY (CHAIR)</b>	Borough of Manhattan Community College	<a href="mailto:Ebarrett@bmcc.cuny.edu">Ebarrett@bmcc.cuny.edu</a>	(212) 220-8000 Ext. 5059	Bronx Manhattan
Etwin Bowman <b>ENTERTAINMENT (CO-CHAIR)</b>	SUNY Albany	<a href="mailto:elbowman@albany.edu">elbowman@albany.edu</a>	(518) 442–9083	Capital District
Barbara Jones Jones <b>STAFF PROFESSIONAL DEVELOPMENT (CHAIR)</b>	Mercy College	<a href="mailto:bjones@mercy.edu">bjones@mercy.edu</a>	(914) 674–7204	Mid- Hudson
Renee Mapp <b>ENTERTAINMENT (CO-CHAIR)</b>	SUNY Buffalo Biomedical Program	<a href="mailto:Rmapp2@buffalo.edu">Rmapp2@buffalo.edu</a>	(716) 829-2813	Buffalo
Kim Overrocker <b>STUDENT AMBASSADOR &amp; T-SHIRT DESIGN COMPETITION (CHAIR)</b>	Mohawk Valley Community College	<a href="mailto:koverrocker@mvcc.edu">koverrocker@mvcc.edu</a>	(315) 792–5424	Central NY1
Cecelia M. Russo <b>COLLEGE FAIR (CO-CHAIR)</b>	St. John’s University	<a href="mailto:russoc@stjohns.edu">russoc@stjohns.edu</a>	(718) 990–6667	Long Island
Mary Stickney <b>COLLEGE FAIR (CO-CHAIR)</b>	SUNY Potsdam	<a href="mailto:stickme@potdam.edu">stickme@potdam.edu</a>	(315) 267–2584	Northern New York
Claudine-Lonje A. Williams <b>ENTERTAINMENT (CO-CHAIR)</b>	New York University	<a href="mailto:clr2@nyu.edu">clr2@nyu.edu</a>	(212) 998-5665	Bronx Manhattan
Dr. Leonese Nelson	Syracuse University	<a href="mailto:lenelson@syr.edu">lenelson@syr.edu</a>	(315) 443–9171	Conference Chair

### 2013 STEP STATEWIDE STUDENT CONFERENCE SUBCOMMITTEES INVITATION

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 2013 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, December 7, 2012.**