

CONFERENCE REGISTRATION INFORMATION



"Celebrating 25 Years of Student Academic Excellence"



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The information listed below was sent as electronic documents (*e-mail attachments*) in the months of November and December. **To print out additional copies of this information, please visit:**
www.stepforleaders.org.

STUDENT RESEARCH POSTER PRESENTATION COMPETITION

- Poster Presentation Competition Guidelines
- Abstract Submission Format and Checklist
- Student Poster Competition Registration Form
- Poster Presentation Rubric

CALL FOR WORKSHOP PROPOSALS

- Workshop Proposal Guidelines and Submission Instructions

5TH ANNUAL COLLEGE FAIR

- College Fair Invitation Letter and Registration Form

Important Dates and General Conference Information at a Glance

Important Deadlines	Information	Additional Information
<p>January 27, 2012</p> <p>Workshop Proposals <u>will ONLY</u> be accepted as e-mail attachments (Microsoft Word) this year.</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>***Information sent as an e-mail attachment on November 21, 2011.***</p>	<p>www.stepforleaders.org</p>
<p>February 3, 2012 by 4:00pm</p> <p>Poster Abstracts <u>will ONLY</u> be accepted as e-mail attachments (Microsoft Word documents).</p> <p>Abstracts and Student Research Poster Competition Registration Forms sent as PDF files will be returned and abstracts excluded from the competition.</p>	<p>Poster Abstracts for the Student Research Poster Competition</p> <ul style="list-style-type: none"> ▪ Please note that there will only be 90 poster abstracts accepted. Poster Abstracts will be accepted on a first come first serve basis until all the spaces have been filled. ▪ Due to an increase in the number of students and institutions desiring to participate in the poster presentation competition, only TWO posters from each institution will be accepted. ▪ Institutions may submit a third abstract as an alternate. Alternate abstracts will only be accepted if all 90 spaces have not been completely filled by the February 3, 2012 deadline. Provided that spaces are available, alternate poster abstracts will be accepted on a first come first serve basis. Institutions will be notified by February 17, 2012 if alternate abstracts are accepted for participation in the competition. ▪ Abstracts that are more than 150 words in length will not be accepted for the competition. Abstracts <u>will be returned and eliminated</u> from the competition. ▪ Institutions should not submit more than 3 abstracts for the poster competition. Institutions that <u>exceed the submission limit will have all abstracts returned and eliminated</u> from the competition. <p>***Information sent as e-mail attachments on November 21, 2011.***</p>	<p>www.stepforleaders.org</p>

Important Deadlines	Information	Additional Information								
February 17, 2012	<p align="center">5th Annual College Fair Registration Deadline</p> <p>To increase the number of institutions participating in the 2012 STEP Student Conference College Fair on Saturday, March 31, 2012, 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><i>***All college representatives will have to pay for their hotel accommodations and travel costs to and from the conference site in Albany, New York. The conference will provide lunch for college representatives on Saturday, March 31, 2012 from 12:00pm to 1:00pm.</i></p> <p align="center"><i>***Information sent as e-mail attachments on December 7, 2011.***</i></p>	www.stepforleaders.org								
Postmark Dates will determine Registration Fees.	<p align="center">Conference Registration Rates</p> <p>The registration rate will be determined by the postmark date of the registration submission. Registration delivered to Syracuse University after February 24, 2012 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. <i>Personal Checks, Cash, and Credit Cards are not acceptable forms of payment.</i></p> <table border="1" data-bbox="399 1100 1247 1457"> <thead> <tr> <th data-bbox="399 1100 829 1209">REGISTRATION FEES AND DEADLINES</th> <th data-bbox="829 1100 1247 1209">2012 CONFERENCE REGISTRATION FEES (per person rate)</th> </tr> </thead> <tbody> <tr> <td data-bbox="399 1209 829 1289">Early Registration Fee <i>(Postmarked By January 27, 2012)</i></td> <td data-bbox="829 1209 1247 1289">\$155.00/per person</td> </tr> <tr> <td data-bbox="399 1289 829 1369">Regular Registration Fee <i>(Postmarked Before February 10, 2012)</i></td> <td data-bbox="829 1289 1247 1369">\$175.00/per person</td> </tr> <tr> <td data-bbox="399 1369 829 1457">Late Registration Fee <i>(Postmarked Before February 17, 2012)</i></td> <td data-bbox="829 1369 1247 1457">\$195.00/per person</td> </tr> </tbody> </table>	REGISTRATION FEES AND DEADLINES	2012 CONFERENCE REGISTRATION FEES (per person rate)	Early Registration Fee <i>(Postmarked By January 27, 2012)</i>	\$155.00/per person	Regular Registration Fee <i>(Postmarked Before February 10, 2012)</i>	\$175.00/per person	Late Registration Fee <i>(Postmarked Before February 17, 2012)</i>	\$195.00/per person	Page 8
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Late Registration Fee <i>(Postmarked Before February 17, 2012)</i>	\$195.00/per person									
February 24, 2012 The last day to register for the 2012 Conference.	<p align="center">Conference Registration Form and Transportation Profile</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, etc.</p> <p>For every 4 students registered by your institution, there must be one adult chaperone. <i>Unfortunately, exceptions cannot be made for any institution.</i></p> <p>Hotel reservations do not constitute institutional registration with the conference. Institutions must submit a registration packet to the STEP Office at Syracuse University.</p>	Pages 8–10								

Important Deadlines	Information	Additional Information												
February 24, 2012	<p align="center">Student Photo Release Forms</p> <p>Photo Release Forms WILL NOT be accepted at the conference site—Albany Marriott Hotel. Failure to submit signed student photo release forms will result in your institution’s pictures being EXCLUDED from the photographs taken by the photographer during the conference. Pictures will also be OMITTED from all future publications and websites.</p>	Page 11												
March 7, 2012	<p align="center">Albany Marriott Hotel Reservations Deadline</p> <p>Hotel Package Rates (<i>per person</i>) 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 DIRECTLY with the Albany Marriott Hotel.</p> <p align="center">Package plan</p> <p>Two Night Stay Arrival Friday, March 31, 2012 and Departure Sunday, April 1, 2012</p> <p>Five Meals Friday 3/30 – Dinner; Saturday 3/31 – Breakfast, Lunch, and Dinner; Sunday 4/1 – Breakfast</p> <p>Package Rates</p> <table border="1" data-bbox="412 932 1235 1178"> <thead> <tr> <th>Per Person Rate with Tax</th> <th>Per Person Rate without Tax</th> </tr> </thead> <tbody> <tr> <td>Single Occupancy: \$409.79</td> <td>Single Occupancy: \$367.22</td> </tr> <tr> <td>Double Occupancy: \$284.39</td> <td>Double Occupancy: \$257.22</td> </tr> <tr> <td>Triple Occupancy: \$242.61</td> <td>Triple Occupancy: \$220.57</td> </tr> <tr> <td>Quad Occupancy: \$221.69</td> <td>Quad Occupancy: \$202.22</td> </tr> <tr> <td>Meals ONLY: \$158.99</td> <td>Meals ONLY: \$147.21</td> </tr> </tbody> </table> <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: \$409.79	Single Occupancy: \$367.22	Double Occupancy: \$284.39	Double Occupancy: \$257.22	Triple Occupancy: \$242.61	Triple Occupancy: \$220.57	Quad Occupancy: \$221.69	Quad Occupancy: \$202.22	Meals ONLY: \$158.99	Meals ONLY: \$147.21	Page 12
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February 17, 2012	<p align="center">Student Ambassador Program and Nomination Form</p> <p>The STEP Statewide Student Conference is designed as a <i>student-centered</i> event. To make this design a reality, Project Administrators are asked to select ONE student to represent their institution during the conference. 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 Speakers</p> <p>Social Events on Friday and Saturday Evenings</p> <p>5th Annual College Fair and Poster and Robotics Competitions on Saturday Afternoon</p> <p>25th Anniversary Dinner on Saturday Evening</p> <p>Sunday Morning Program Awards Ceremony</p> <p>Names of Student Ambassadors received after the February 17, 2012 deadline will not be accepted. <i>Unfortunately, exceptions cannot be made for any institution.</i></p>	Pages 13–14												

25TH ANNIVERSARY INITIATIVES

<i>Important Deadlines</i>	<i>Information</i>	<i>Additional Information</i>
<p>February 10, 2012 by 11:59pm to</p> <p>Malcolm Hicks mjhicks@buffalo.edu</p>	<p style="text-align: center;">T-Shirt Design Competition Guidelines & Submission Instructions/Template</p> <p>To celebrate 25 years of STEP and CSTEP 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 15th Annual STEP Statewide Student Conference in March of 2013.</p> <p>Due to an increase in the number of students and institutions desiring to participate in the t-shirt design competition, only ONE DESIGN from each institution will be accepted.</p>	<p style="text-align: center;">Pages 15–16</p>
<p>Interest to Participate January 6, 2012</p> <p>Etwin Bowman elbowman@albany.edu</p>	<p style="text-align: center;">Robotics Competition</p> <p>To cultivate and promote the innovative spirit, leadership, and teambuilding skills of the STEP students, the conference will host its first Annual Robotics Competition Saturday, March 31, 2012 from 2:00pm to 5:00pm. If you are interested in participating in this event, please send an e-mail to the subcommittee co-chair by Friday, January 6, 2012:</p> <p>Etwin Bowman, SUNY Albany elbowman@albany.edu (518) 442-9083</p>	<p style="text-align: center;">Please visit</p> <p style="text-align: center;">www.stepforleaders.org</p> <p style="text-align: center;">after January 6, 2012 for Competition Guidelines and Submission Instructions.</p>

2012 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	Borough of Manhattan Community College	Ebarrett@bmcc.cuny.edu	(212) 220-8000 Ext. 5059	Bronx Manhattan
Etwin Bowman	SUNY Albany	elbowman@albany.edu	(518) 442—9083	Capital District
Oswaldo Cabrera	Long Island University	Oswaldo.Cabrera@liu.edu	(718) 488—1397	Brooklyn Queens Staten Island
Deborah Heineman	New York College of Osteopathic Medicine/NYIT	dheinema@nyit.edu	(516) 686-3729	<i>Emeritus Member</i>
Malcolm Hicks	SUNY Buffalo	mjhicks@buffalo.edu	(716) 829-5675	Buffalo
Barbara Jones Jones	Mercy College	bjones@mercy.edu	(914) 674—7204	Mid- Hudson
Cameron Lewis	University of Rochester School of Medicine & Dentistry	Cameron.Lewis@urmc.rochester.edu	(585) 275-2928	Rochester
Renee Mapp	SUNY Buffalo Biomedical Program	Rmapp2@buffalo.edu	(716) 829-2813	Buffalo
Kim Overrocker	Mohawk Valley Community College	koverrocker@mvcc.edu	(315) 792—5424	Central NY1
Cecelia M. Russo	St. John's University	russoc@stjohns.edu	(718) 990—6667	Long Island
Mary Stickney	SUNY Potsdam	sticknme@potdam.edu	(315) 267—2584	Northern New York
Dr. Leonese Nelson	Syracuse University	lenelson@syr.edu	(315) 443—9171	Conference Chair

2012 STEP STATEWIDE STUDENT CONFERENCE SUBCOMMITTEES INVITATION

STEP Project Administrators,

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 2012 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 is [Friday, January 6, 2012](#).

<i>Sub-Committees</i>	<i>Chair Persons</i>
5TH ANNUAL COLLEGE FAIR	Cecelia Russo Mary Stickney
ROBOTICS COMPETITION (25TH ANNIVERSARY INITIATIVE) MISSION: To design and implement a competition which cultivates and promotes the innovative spirit, leadership, and teambuilding skills of the STEP students.	Etwin Bowman Barbara Jones Jones
STUDENT COLLEGE PREPARATION RESOURCE GUIDE (25TH ANNIVERSARY INITIATIVE) MISSION: To create a journal/resource guide that contains information about the college preparation process for STEP students along with information about CSTEP programs.	Malcolm Hicks
STUDENT T-SHIRT DESIGN COMPETITION (25TH ANNIVERSARY INITIATIVE) MISSION: To select the winning t-shirt design created by STEP STUDENTS in recognition of the 25 th Anniversary of STEP programs. The designed will be used during the 15 th Annual STEP Statewide Student Conference in March of 2013.	Malcolm Hicks
STAFF PROFESSIONAL DEVELOPMENT COMMITTEE MEMBERS: Michelle Allevato, Rochester Institute of Technology Tanaya Thomas-Edwards, Syracuse University	Everton Barrett
STUDENT AND STAFF ENTERTAINMENT	Oswaldo Cabrera Cameron Lewis
STUDENT AMBASSADORS PROGRAM MISSION: To organize student representatives from the various institutions, who will assist the Conference Planning Committee with introductions of workshop presenters and keynote speaker, evening social events, 5 th Annual college fair, student research poster and robotics competitions, 25 th Anniversary Dinner, and the awards ceremony.	Kim Overrocker

TENTATIVE CONFERENCE SCHEDULE

STEP Conference 2012

Friday ~ March 30th

TIME	ACTIVITY
3:00pm ~ 7:30pm	Registration
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

Saturday ~ March 31st

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 & Robotics Competition
2:00pm ~ 4:00pm	5 th Annual College Fair
2:00pm ~ 5:00pm	Student Research Poster Presentations
2:00pm ~ 5:00pm	1 st Annual Students Robotics Competition
6:30pm ~ 8:30pm	25 th Anniversary Dinner Keynote Address
9:30pm ~ 12:00am	Student Entertainment

Sunday ~ April 1st

TIME	ACTIVITY
7:30am ~ 9:00am	Breakfast
8:30am ~ 10:30am	Awards Ceremony, T-Shirt Competition Winner, and Closing Plenary Session
10:30am ~ 11:30am	Check-Out



CONFERENCE REGISTRATION FORM

2012 STEP Statewide Student Conference ▪ Albany Marriott ▪ March 30, 2012 to April 1, 2012

INSTITUTION INFORMATION AND CONTACT PERSON

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

* 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*. This 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: This fee does *not* cover hotel/lodging. The conference does not pay for students and staffs' hotel accommodations. **Each institution is responsible for registering all institution participants directly with the Albany Marriott Hotel.**

REGISTRATION FEES AND DEADLINES	2012 CONFERENCE REGISTRATION FEES <i>(per person rate)</i>
Early Registration Fee <i>(Postmarked By January 27, 2012)</i>	\$155.00/per person
Regular Registration Fee <i>(Postmarked Before February 10, 2012)</i>	\$175.00/per person
Late Registration Fee <i>(Postmarked Before February 17, 2012)</i>	\$195.00/per person

- The **maximum number of registrants** per institution is twenty (20).
- The **registration rate will be determined by the postmark** date of the registration submission. **Registration delivered to Syracuse University after February 24, 2012 will not be accepted.**
- 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, and credit cards are not acceptable forms of payment.*
- **Checks and money orders should be made payable to: Syracuse University STEP Conference**
- Payment should be mailed to: Dr. Leonese Nelson ▪ Syracuse University ▪ Office of College Prep Programs (STEP Program) 111 Waverly Avenue, Suite 230 ▪ Syracuse, New York, 13244

For Office Use ONLY:

Check Number: _____ Check Amount: _____ Date Received: __/__/__ Date Processed: __/__/__ Deposited By: _____

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. Please ensure that names are spelled correctly and are typed or legibly written.*** Make additional copies as needed!

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 TWENTY (20). Registrants are project administrators, students, staff, parents, instructors, volunteers, chaperones, faculty sponsors, etc.

	First Name	Last Name	Gender	Poster Presenter	Grade in School	T-Shirt Sizes	Special Dietary Needs
1			Female / Male	Yes / No			
2			Female / Male	Yes / No			
3			Female / Male	Yes / No			
4			Female / Male	Yes / No			
5			Female / Male	Yes / No			
6			Female / Male	Yes / No			
7			Female / Male	Yes / No			
8			Female / Male	Yes / No			
9			Female / Male	Yes / No			
10			Female / Male	Yes / No			

*** **T-shirt Sizes:** {S = Small, M = Medium, L = Large, XL = Extra Large, 2XL, and 3XL.} ***

PROFESSIONAL STAFF & GUEST NAMES

	First Name	Last Name	Position with STEP Program	Title (Dr., Mr., Mrs., or Ms.)	Chaperone	T-Shirt Sizes	Special Dietary Needs
1					Yes / No		
2					Yes / No		
3					Yes / No		
4					Yes / No		
5					Yes / No		

This is NOT your Albany Marriott Hotel Reservation Form. Reservation forms MUST be mailed directly to the Albany Marriott for EACH person attending the conference by the **MARCH 7, 2012 deadline**. [The Albany Marriott Hotel Reservation Form is on Page 12 of this booklet.](#)

Transportation Profile

(Each institution must complete a Transportation Profile Form.)

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 30, 2012**: _____

** The *hotel check in time* is 4:00pm on Friday, March 30, 2012.

4. Estimated time of departure (*if later than 12:00pm on Sunday, April 1, 2012*): _____

Please keep a copy of the Conference Portfolio for your records!



2012 STEP Statewide Student Conference
Albany Marriott Hotel • March 30, 2012 to April 1, 2012

Student Photo Release Form

NEW YORK STATEWIDE STUDENT CONFERENCE AND NEW YORK STATE EDUCATION DEPARTMENT
SCIENCE & TECHNOLOGY ENTRY PROGRAM (STEP)

I hereby give permission to the STEP Statewide Student Conference, its agents, successor, assigns and/or newspapers, radio or television to use my child _____

Print Full Name of Student

photographs (*whether still, motion or television*) for publicity regarding this program.

Student's Signature

Parent/Guardian Signature

Date

Institution Name/STEP Program Name*

* Please *list the name of the STEP Institution* and not the names of the students' middle or high schools.

Please complete and return by **February 24, 2012**. Make additional copies as needed!

Photo Release Forms **WILL NOT** be accepted at the conference site—Albany Marriott Hotel. Failure to submit signed student photo release forms will result in your institution's pictures being EXCLUDED from the photographs taken by the photographer during the conference. Pictures will also be OMITTED from all future publications and websites.



Syracuse University/STEP Student Conference
Friday, March 30, 2012 – Sunday, April 1, 2012

HOTEL RESERVATION FORM

Reservations must be made by March 7, 2012

I. Package plan:

Two Night Stay (Arrival Friday, March 30, 2012 and Departure Sunday, April 1, 2012)

Five Meals: (Friday 3/30– Dinner; Saturday 3/31– Breakfast, Lunch, and Dinner; Sunday 4/1 Breakfast)

II. Package Rates

<i>(PER PERSON INCLUDING TAX):</i>	<i>(PER PERSON WITHOUT TAX):</i>
Single Occupancy: \$409.79	Single Occupancy: \$367.22
Double Occupancy: \$284.39 X 2 people = \$568.78	Double Occupancy: \$257.22 X 2 people = \$514.44
Triple Occupancy: \$242.61 X 3 people = \$727.83	Triple Occupancy: \$220.57 X 3 people = \$661.71
Quad Occupancy: \$221.69 X 4 people = \$886.76	Quad Occupancy: \$202.22 X 4 people = \$808.88
Meals ONLY: \$158.99	Meals ONLY: \$147.21

III. Tax Exempt Procedures:

It is the responsibility of each institution to supply a copy of their respective organization’s tax-exempt certificate signed by the appropriate authorized personnel. **This certificate must accompany the registration form** in order to receive tax-exempt status. Tax can only be waived when paying by organization’s check, organization’s credit card, or purchase order. *You will need to send a copy of the front and back of the credit card.*

IV. Mail or Fax THIS Registration Form and School Tax-Exempt Certificate to: (Phone reservations NOT accepted!)

Albany Marriott
 189 Wolf Road
 Albany, NY 12205

Phone (518) 437-6344 or Fax (518) 482-7809

(Full Payment to the hotel must be received by March 7, 2012 or the reservation(s) will cancel automatically on March 8, 2012.)

(Please Type the information on this form)

Name of College/Business: _____

Contact Person _____ Phone Number: (____) _____ Extension: _____

Fax Number(____) _____ Email Address _____

Address: _____ City: _____ State: _____ Zip Code: _____

Credit Card Number: _____ Expiration Date: _____

Check/Purchase Order/Voucher Number: _____ **(must accompany this form)**

❖ **ROOM ARRANGEMENTS (Please Type Names)**

Room 1: (package plan determined by # of people listed) **Single Double Triple Quad**

	Last Name	First Name	Male	Female	Student	Chaperone
1						
2						
3						
4						

Room 2: (package plan determined by # of people listed) **Single Double Triple Quad**

	Last Name	First Name	Male	Female	Student	Chaperone
1						
2						
3						
4						

❖ **CANCELLATION POLICY:**

Individual **reservations MUST be CANCELLED or CHANGED by 2PM on Tuesday, March 27, 2012.** Any reservation that is cancelled or changed **after March 27th** will be charged for the meal portion and room rate for one night. Additionally any conference registrant that is on the package plan who fails to arrive on the specified night of arrival will be charged for the meal and room rate for that evening. **Reservations received after March 7th** will be based upon availability and charged an additional \$100.00, made payable to Syracuse University.

“Celebrating 25 Years of Student Academic Excellence”

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 14th Annual STEP Statewide Student Conference, Student Ambassadors will **ASSIST** the 2012 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
- ✓ 5th Annual **College Fair** on Saturday Afternoon
- ✓ Student **Research Poster and Robotics Competitions**—Saturday Afternoon
- ✓ **Saturday Dinner**—[Mistress and/or Master of Ceremony, Welcome, Introductions, etc.]
- ✓ **Sunday Morning Program**—[Awards Ceremony and Evaluations]
- ✓ 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 30, 2012 from 8:15pm to 9:00pm** (*tentative time*) in the Albany/Colonie Room.

Completed STEP Student Ambassador Nomination Forms may be faxed or sent as e-mail attachments (*PDF documents*) by **Friday, February 17, 2012** to:

Kim Overrocker

STEP/CSTEP Director ~ Mohawk Valley Community College

Fax Number: (315) 792—5422

E-mail Address: koverrocker@mvcc.edu

Please **direct all calls regarding the STEP Student Ambassador Program to Kim Overrocker at (315) 792—5424.

Names of Student Ambassadors **received after the February 17, 2012** deadline will not be accepted. *Exceptions will not be made for any institution.* Institutions *who fail to submit* their nomination forms by the February 17th deadline will not have a student representative at the 2012 Conference; but will be eligible for participation at the 2013 STEP Statewide Student Conference.



STEP STUDENT AMBASSADOR NOMINATION FORM

2012 STEP Statewide Student Conference ▪ Albany Marriott ▪ March 30, 2012 to April 1, 2012

“Celebrating 25 years of Student Academic Excellence”

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.

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 30, 2012 from 8:15pm to 9:00pm (*tentative time*) in the Albany/Colonie Room.

STUDENT AMBASSADOR INFORMATION

STUDENT'S LAST NAME:	
STUDENT'S FIRST NAME:	
GRADE IN SCHOOL:	
STUDENT GENDER:	
IS THE STUDENT A POSTER PRESENTER? :	
STUDENT E-MAIL ADDRESS:	

NOMINATING INSTITUTION AND CONTACT PERSON INFORMATION

INSTITUTION NAME:	
*PROJECT DIRECTOR/COORDINATOR'S NAME:	
TELEPHONE NUMBER:	
FAX NUMBER:	
E-MAIL ADDRESS:	

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

Completed STEP Student Ambassador Nomination Forms should be faxed or sent as e-mail attachments (*PDF documents*) by **Friday, February 17, 2012** to:

Kim Overrocker

STEP/CSTEP Director ~ Mohawk Valley Community College

Fax Number: (315) 792—5422

E-mail Address: koverrocker@mvcc.edu

Please **direct all calls regarding the STEP Student Ambassador Program to Kim Overrocker at (315) 792—5424.

Names of Student Ambassadors **received after the February 17, 2012** deadline will not be accepted. ***Exceptions will not be made for any institution.*** Institutions ***who fail to submit*** their nomination forms by the February 17th deadline will not have a student representative at the 2012 Conference; but will be eligible for participation at the 2013 STEP Statewide Student Conference.



STEP STUDENT T-SHIRT DESIGN COMPETITION

Guidelines & Submission Instructions

DESIGN GUIDELINES

- Designs should celebrate *25 years of student academic excellence*.
- Your design can only be on the Front **OR** the Back of the shirt your design must incorporate the 25th Anniversary logo, which can be located in various formats at Stepforleaders.org.
- Your design **must be wholly original**. By submitting a design, you are guaranteeing that you hold rights to everything in it, and that it does not contain any copyright material. *Copyrighted material includes items found on the Internet, unless clearly marked as published under a creative commons (cc) license.*
- Designs will be judged on the following criteria:
 1. Concept/originality captures the spirit of the STEP Program mission
 2. Striking and recognizable design
 3. Visibility – eye-catching and visible from a reasonable distance
 4. Completeness of design – must be ready for print.

DESIGN SPECIFICATIONS

- It's best if you create your design in **Photoshop or Illustrator** or another professional design program. If you use another means to make your design, such as collage, your submission should be a pdf, tiff, jpeg, or png, or ai. The electronic entry should be **no more than 2MB**. We'll ask you for higher res files if you win. We suggest 300 dpi for the original file.
- Send it to MIHICKS@BUFFALO.EDU with the subject titled STEP Conference T-shirt Competition Entry. The attached file name must match your college or university. Designs ***may only be submitted*** by STEP Program Directors or Coordinators.
- Your design should contain a maximum of **two (2) colors** on a white shirt.
- If placement of graphic is important please use the *enclosed T-shirt template* otherwise, the design will be considered as if it's intended to be centered on the t-shirt.
- Your design can only be on the front or back of shirt of the shirt, and recommended to fit within the printable area shown on the templates. It is a 10" wide x 13" high rectangular area.
- Remember to **suggest the color** for the shirt.

SUBMISSION AGREEMENT

- **Each institution is allowed 1 submission.**
- The Science and Technology Entry Program Conference Planning Committee will have first printing right rights to the winning design. By submitting, you agree that if your design wins, it can be used by the Science and Technology Entry Program (STEP) Conference Planning Committee on a t-shirt and other promotional items, including the STEP website.
- The winning design will be produced for the 15th Annual STEP Statewide Student Conference in March of 2013.
- The committee reserves the right to make adjustments to the winning design.
- **Designs must be submitted to Malcolm Hicks by 11:59pm Friday, February 10, 2012.**
- The winner will be announced Sunday, April 1, 2012 during the Closing Plenary Session.
- By submitting, you are agreeing to all contest rules. ***Failure to adhere to the submission agreement*** will result in your design not being considered for the competition.

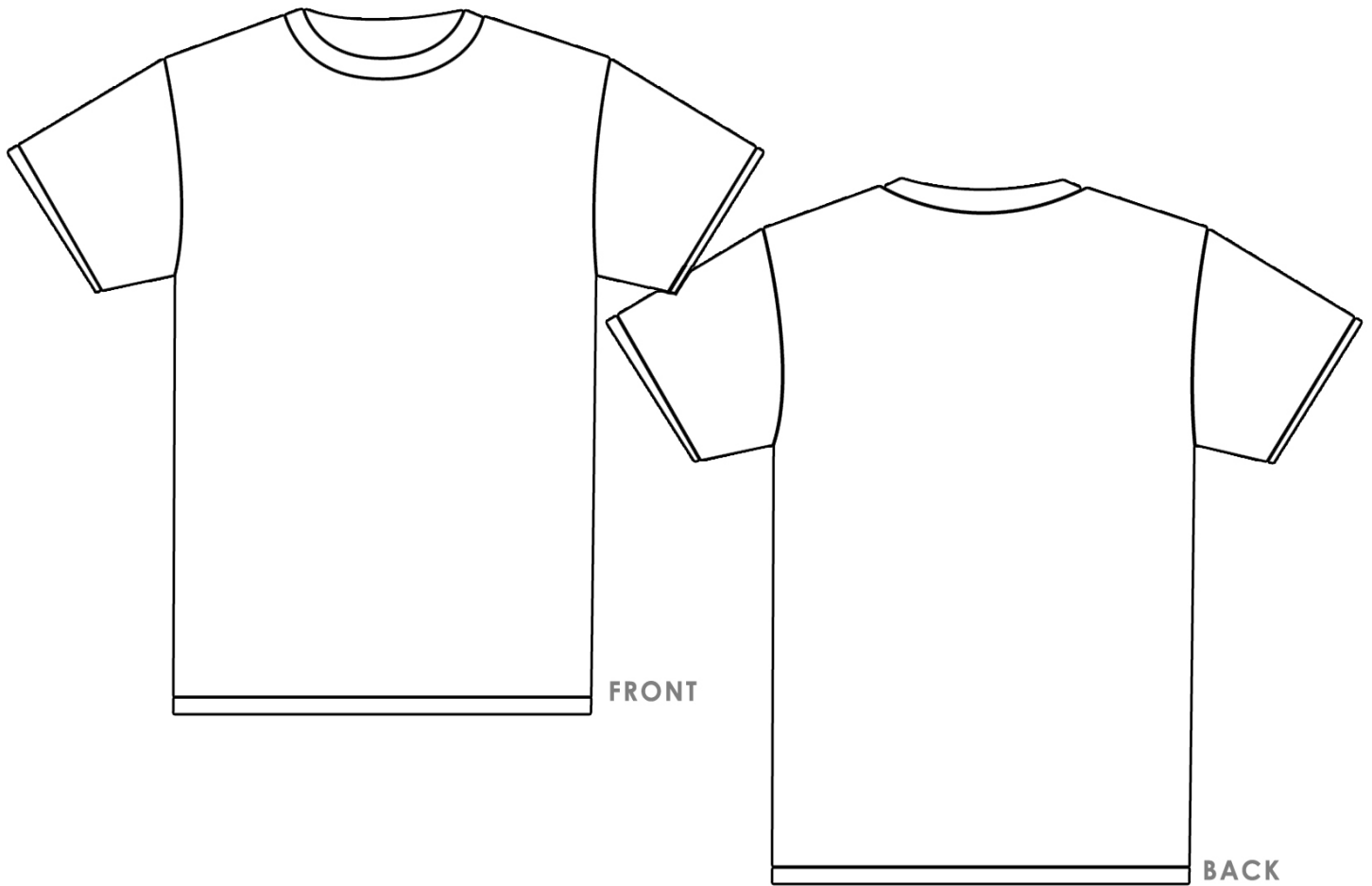
****Please direct all calls and questions regarding the T-Shirt Design Competition to:**

Science and Technology Enrichment Program University at Buffalo

Malcolm Hicks ~ 716.829.5970

mjhicks@buffalo.edu

STEP STUDENT T-SHIRT DESIGN COMPETITION TEMPLATE



STUDENT RESEARCH POSTER PRESENTATION GUIDELINES

Saturday, March 31, 2012

Albany Marriott ~ Albany, New York

The following criteria have been developed to guide the planning and development of student research poster presentations. **Please note that there will only be 90 poster abstracts accepted.** Due to an increase in the number of students and institutions desiring to participate in the poster presentation competition, **only 2 posters from each institution will be accepted.** Poster abstracts will be **accepted on a first come first serve basis** until all the spaces have been filled.

Institutions may submit a third abstract as an alternate. Alternate abstracts will only be accepted if all 90 spaces have not been completely filled by the **February 3, 2012 deadline.** Provided that spaces are available, alternate poster abstracts will be accepted on a first come first serve basis. Institutions will be notified by February 17, 2012 if alternate abstracts are accepted for participation in the competition. February 24, 2012. **Students are strongly encouraged to conduct actual research before submitting a project for this competition. All abstracts must be submitted by 4:00pm February 3, 2012!**

Institutions should not submit more than 3 abstracts for the poster competition. Institutions that exceed the submission limit will have all abstracts returned and be eliminated from the competition.

1. Poster Requirements

- A **poster display is mandatory** for the Student Research Poster Competition.
- 36 x 48 inches (Tri-fold Display Board) – Posters that exceed these measurements will have **FIVE (5) points deducted** from the final score.
- The display board should be freestanding.
- Each student is allowed a maximum of **ONE (1) POSTER**, and is responsible for **any special equipment** (i.e. display boards, extension cords, laptops, LCD Projector, Internet access, etc.).

2. Abstract Information

- Each abstract should be one (1) page, double-spaced, have one-inch margins, 12-point Times New Roman font, and should **not exceed 150 words.**
- Abstracts that are **more than 150 words in length will not** be accepted for the competition. Abstracts will be returned and eliminated from the competition.
- Include presenter's name, co-presenters, project title, institution name, grade in school, Poster Abstract Number (**1, 2, or Alternate**) poster division (see section 3), judging category (see section 4), faculty sponsor, and abstract word count.
- Include a **problem statement, methods, materials, results, conclusions, and references.**
- **Complete a Student Poster Competition Registration Form.** Form should be submitted with the abstract. Abstracts **will not be accepted** without this form.
- Please send the **Student Research Poster Competition Registration Form as a Microsoft Word Document.** Forms sent as **PDF files will be returned** and the poster abstract removed from the competition.
- *Poster abstracts **will ONLY** be accepted as e-mail attachments (Microsoft Word Document).*
- Abstracts should be *e-mailed to Dr. Leonese Nelson at lenelson@syr.edu by 4:00pm on February 3, 2012.*
- **Abstracts and Student Research Poster Competition Registration Forms faxed** to Syracuse University's STEP Office **will not be accepted** for the student research poster competition.
- *** Institutions submitting more than one abstract for the poster competition should place all abstracts into one e-mail. ***

Saturday, March 31, 2012

Albany Marriott ~ Albany, New York

The Basic Components of an Abstract

- (1) Problem Statement:
 - a. Why is this a relevant research project?
 - b. What practical, theoretical, or scientific gap is your research filling?
 - c. What is the problem or question to be addressed in the project?
- (2) Methods/Procedures:
 - a. What steps did you take to complete this research project?
 - b. What did you do to analyze your data?
- (3) Results/Findings:
 - a. As a result of completing the above procedures, what did you learn, invent or create?
- (4) Conclusion/Implications:
 - a. What were your research findings? What are the larger implications of your findings?

3. Poster Division

Posters will be judged in three divisions. Please select **one of the three divisions****:

- **Middle Division** – Students in grades 7 and 8.
 - **Junior Division** – Students in grades 9 and 10.
 - **Senior Division** – Students in grades 11 and 12.
- } Divisions *may be combined* based on the number of poster entries.

**** If multiple grade levels present a project, the division will be assigned based on the highest-grade level.**

4. Category of Presentation

Students must **choose one of the following FIVE categories** for presentation entry. **Categories may be combined based on number of entries.**

(1) Biological/Life Sciences

Projects that investigate some aspect of life—Biology, Botany, Ecology, the Environment, Molecular and Cellular Biosciences, etc.

[Example: Genetics and Heredity or The Effect of Sound on Plants]

(2) Human Services

Projects that study human conditions pertaining to diseases, families, children, safety, wellness, aging, human service agencies and the impact on the community, etc.

[Example: Health Department’s Study about Bacterial Meningitis and teenagers]

(3) Physical Sciences

Projects that research modern findings in Astronomy, Chemistry, Earth Science, Material Sciences, Physics, the history and policy of science, etc.

[Example: Observation of Freezing Rates of Water on Different Starting Temperatures]

(4) Social Sciences

Projects that explore important subject matter in Anthropology, Sociology, Psychology, Political Science, History, Geography, etc.

[Example: Violence in Middle and High Schools or The Effects of the Media, Politics, Pop Culture and Violence on Students]

(5) Technology

Projects that analyze technological advances such as robotics, fiber optics, computer science and programs, computer games, engineering, architect, engineering technology, Computer Aided Design (CAD), graphics, etc.

[Example: Virtual Homework Lockers for Students and Teachers]

Saturday, March 31, 2012

Albany Marriott ~ Albany, New York

5. Judging Criteria

There will be a team of judges for each category. Criteria for judging will include, but may not be limited to the items listed below.

Overall Project

- Statement of Purpose
- Documentation/Impact
- Significance/Impact
- Creativity or Initiative
- Methodology

Exhibit or Display (*A Poster Display is mandatory for the Student Research Poster Competition.*)

- Poster should be 36x48 inches (Tri-fold Display Board) – Posters that exceed these measurements will have **FIVE (5) points deducted from the final score.**
- Visual appearance of project display

Presenter's Oral Discussion of the Project

- 2 – 3 minute overview of project
- 2 – 3 minute question and answer session
- Presenters should **practice his/her presentation** to remain in the time limit.

Rating Scale

- Judges will use **the enclosed rubric** to rate students' presentations in the following areas:
 - Abstract
 - Research Design
 - Visual and Verbal Presentations
 - Conclusion
 - Bibliography/References

Failure to include a list of references will result in a **FIVE point** deduction from the project.

6. References/Bibliography

- Each student must provide a **list of references** that has been used to complete his/her project. Failure to include a list of references/bibliography will result in a **FIVE point** deduction from the project.

7. Reminders

- Poster abstracts **WILL ONLY** be accepted as e-mail attachments (Microsoft Word Documents) this year.
- Abstracts should be *e-mailed to Dr. Leonese Nelson at lnelson@syr.edu by 4:00pm on February 3, 2012.*
- Abstracts **faxed to Syracuse University's STEP Office WILL NOT be accepted** for the Student Research Poster Competition.
- **Abstracts will not be accepted without** a completed Student Research Poster Competition Registration Form and Institutional Conference Registration Portfolio.



ABSTRACT SUBMISSION FORMAT CHECKLIST

To *expedite the processing of abstracts*, students are strongly encouraged to include *all of the information* listed below in their submissions.

- ✓ Primary Poster Presenter's Name and Grade in Middle or High School
 - ✓ Co-Presenter(s) Names and Grades in Middle or High School (*when applicable*)
 - ✓ Institution Name
 - ✓ Abstract Number (*1, 2, or Alternate*)
 - ✓ Poster Division
 - Middle Division Students in grades 7 and 8.
 - Junior Division Students in grades 9 and 10.
 - Senior Division Students in grades 11 and 12
- ** If multiple grade levels present a project, the division will be assigned based on the highest-grade level.*
- ✓ Poster Category
 - Biological/Life Sciences
 - Human Services
 - Physical Sciences
 - Social Sciences
 - Technology
 - ✓ Faculty Mentor or Teacher's Name and Affiliation (*when applicable*)
 - ✓ Abstract Word Count (*please **do not include** the poster title or references in this count.*)
 - ✓ Poster Presentation Title
 - ✓ Abstract
 - Each abstract should be one (1) page, double-spaced, have one-inch margins, 12-point Times New Roman font, and should **not exceed 150 words**.
 - Abstracts that are **more than 150 words in length will not** be accepted for the competition. Abstracts will be returned and eliminated from the competition.
 - ✓ References/Bibliography

The Student Research Poster Competition Registration Form must be submitted with EACH abstract. Please send the **Student Research Poster Competition Registration Forms and Poster Abstracts as Microsoft Word Documents**. **Poster abstracts and Registration Forms** sent as **PDF files will be returned** and abstracts excluded from the competition.

WHAT IS AN ABSTRACT?

An **ABSTRACT** is a brief summary of your project. It summarizes very clearly the main points of your experiment. **Abstracts should include problem statement, methods, materials, results, conclusions, and references.**

The Basic Components of an Abstract:

(1) Problem Statement:

- a. Why is this a relevant research project?
- b. What practical, theoretical, or scientific gap is your research filling?
- c. What is the problem or question to be addressed in the project?

(2) Methods/Procedures:

- a. What steps did you take to complete this research project?
- b. What did you do to analyze your data?

(3) Results/Findings:

- a. As a result of completing the above procedures, what did you learn, invent or create?

(4) Conclusion/Implications:

- a. What were your research findings? What are the larger implications of your findings?

SAMPLE ABSTRACT

Up and Down: Seasonal Temperature versus Sun Ray Angle

The **purpose of this project** was to find out whether the angle of the Sun's rays at noon affects seasonal temperatures. The experiments involved measuring the air temperature and the angle of the Sun's rays at noon during different seasons. This was done by recording air temperature and measuring the angle of shadows at noon on the first day of the month from October through April.

The **measurements confirmed my hypothesis** that as the angle of the Sun's rays decreases during the year, the outdoor temperature increases. These **findings** led me to believe that seasonal temperatures are the result of the difference in the angle of the Sun's rays. As the ray angle decreases, sunlight is more concentrated on an area, resulting in a higher temperature.

I discovered that during seasons with high temperatures, the angle of the Sun's rays is lower than during seasons with low temperatures.

Sources: *Janice VanCleave's Guide to the Best Science Fair Project*. Janice VanCleave (John Wiley & Sons, Inc., 1997) and www.discoveryschool.com.

USEFUL WEBSITES:

- www.sterlingpublishing.com/kids
- www.science-fair-projects-online.com
- www.eskimo.com~billb/amasci.html
- www.charterhouse.net/fair
- www.discoveryschool.com

STEP Student Research Poster Presentation Rubric

CATEGORY	4 = Excellent	3 = Good	2 = Satisfactory	1 = Needs Improvement
ABSTRACT GUIDELINES				
Format	Abstracts follow all formatting rules: 1 page, double-spaced, one-inch margins. Font size 12 in Times New Roman; Does not exceed 150 words; Includes: Presenters name, Grade in School, Institution Name, Abstract Number, & Project Title	One or two elements of formatting rules (see left) are incorrect	More than one or two elements of formatting rules (see left) are incorrect	The student did not follow several of the formatting rules.
CONTENT				
Introduction (What is the Objective and Scope of the Investigation?)	Describes the problem & why this work was needed; Makes connections between the problem, the context and the purpose of the investigation	Describes problem & why this work was needed. Makes connections between the problem, the context and the purpose of the investigation.	Description the problem but makes only implicit or superficial connections between the problem, the context and the purpose of the investigation.	Does not adequately describe the problem or why the work was needed; Does not make connections between the problem, the context and the purpose of the investigation.
Methods (Summary of what the student did)	Describes the method of research, study or analysis applied to the problem. Specific and concise.	Describes the method of research, study or analysis applied to the problem but lacks one or two relevant specifics or is wordy.	Describes the method of research, study or analysis applied to the problem but lacks more than two relevant details or is overly wordy.	Does not adequately describe the method of research, study or analysis applied to the problem.
Results (What were the principle findings?)	Summarizes the major results of the project. Specific and concise	Summarizes the major results of the project but lacks one or two specifics or is wordy.	Summarizes major results of the project but lacks more than two relevant specifics or is overly wordy.	Does not adequately report the major results of the project.

STEP Student Research Poster Presentation Rubric

CATEGORY	4 = Excellent	3 = Good	2 = Satisfactory	1 = Needs Improvement
<p>Discussion (What are the principle conclusions of the study?)</p>	<p>Provides an interpretation and relates results back to the problem; States the relevance, implications, or significance of the results to the broader context of the topic. Makes recommendations or states implications for future work.</p>	<p>Provides an interpretation and relates results back to the problem and to a broader context, but these sections may lack specifics or be overly wordy. Makes recommendations or states implications for future work.</p>	<p>Provides superficial or tangential interpretation of results. Attempts to relate results back to the problem and context but connections are superficial. May not make recommendations for future work.</p>	<p>Does not provide adequate interpretation of results and does not relate results back to the context or original problem. Does not make recommendations for future work.</p>

STEP Student Research Poster Presentation Rubric

CATEGORY	4 = Excellent	3 = Good	2 = Satisfactory	1 = Needs Improvement
POSTER GUIDELINES				
CONTENT				
Introduction & Hypothesis	Background information was relevant and summarized well. Clear connections to previous literature and broader issues. Had a goal or a logical hypothesis that showed clear relevance. Broad impact beyond project clearly stated.	A logical hypothesis or goal was presented. Background information was relevant, but connections were not clear. Goal of project or a logical hypothesis was stated clearly, showed relevance beyond project.	A questionable hypothesis or project goal was presented. Background information was relevant, but connections were not made.	The hypothesis or goal was inappropriate or not stated. Little or no background information was included or connected.
Methods & Experimental Logic	Excellent choice of experimental methods to address hypothesis or goal of project.	Good choice of experimental methods to address hypothesis or project goal.	Method not appropriate to address hypothesis or goal of project.	Methods section insufficient or missing.
Procedures	Procedures were used correctly; Clear discussion and inclusion of controls or comparative groups	Procedures were used correctly; Adequate discussion of controls or comparative groups; lacks some controls or comparative groups.	Procedures were not always followed consistently; Controls or comparative groups not adequately described; some controls or comparative groups missing.	Procedures (if applicable) were not used correctly; Serious lack of controls or discussion of controls.
Results	Substantial amounts of high quality data presented; sufficient to address hypothesis. Presentation of data was clear, thorough and logical. Addresses potential problems and alternative approaches.	Substantial amounts of good data were presented; sufficient to address the hypothesis or goal of project. Presentation of data was clear and logical.	Adequate amounts of reasonably good data were presented to address hypothesis or project goals. Presentation of data was not entirely clear.	Some data were lacking, not fully sufficient to address hypothesis or project goal. Presentation of data was either not included or very unclear & difficult to comprehend.

STEP Student Research Poster Presentation Rubric

CATEGORY	4 = Excellent	3 = Good	2 = Satisfactory	1 = Needs Improvement
Discussion & Conclusions	Reasonable conclusions were given and strongly supported with evidence. Conclusion was connected to the project hypothesis and relevance in a wider context was discussed.	Reasonable conclusions were given and supported with evidence. Conclusion was connected to hypothesis but relevance was not discussed.	Reasonable conclusions were given. Conclusions were not compared to the hypothesis or project goal and their relevance was not discussed.	Loose or unsupported conclusions were given. Little or no connection to hypothesis or goal was apparent.

STEP Student Research Poster Presentation Rubric

CATEGORY	4 = Excellent	3 = Good	2 = Satisfactory	1 = Needs Improvement
VISUAL PRESENTATION				
Organization	All expected components are present, clearly laid out, and easy to follow in the absence of the presenter.	All components are present, but layout is crowded or confusing to follow in absence of presenter.	Most expected components are present, but layout is confusing to follow in the absence of the presenter.	Some of the expected components are present, but poorly laid out and confusing to follow.
Background and Graphics	Text is clear and readable at a distance of three feet. Background is unobtrusive. Figures and tables are appropriate and labeled correctly. Photos, tables and graphs improve understanding and enhance visual appeal.	Text is relatively clear & most is readable from a distance of three feet. Background is unobtrusive. Most figures and tables are appropriate and labeled correctly. Photos, tables and graphs improve understanding.	Text is relatively clear, but font may be distracting or too small to read at 3 feet. Background may be distracting. Figures and tables not always related to text, are not appropriate, or are poorly labeled. Photos, tables & graphs limited and do not improve understanding.	Text is hard to read due to font size or color. Background may be distracting. Figures and tables poorly done and do not relate to the text, are not appropriate or are poorly labeled. Visual aids are limited or absent & do not improve understanding.

STEP Student Research Poster Presentation Rubric

CATEGORY	4 = Excellent	3 = Good	2 = Satisfactory	1 = Needs Improvement
ORAL PRESENTATION GUIDELINES				
NON-VERBAL SKILLS				
Eye Contact	Holds attention of audience with the use of direct eye contact, seldom looks at notes.	Consistent use of direct eye contact with audience, but still returns to notes.	Minimal eye contact with audience, while reading mostly from the notes.	No eye contact with audience, as entire report is read from notes.
Body Language	Movements seem fluid and help the audience visualize.	Movements or gestures enhance articulation.	Very little movement or descriptive gestures.	No movement or descriptive gestures.
Poise	Student displays relaxed, self-confident nature, with no mistakes.	Makes minor mistakes, but quickly recovers from them; displays little or no tension.	Displays mild tension; has trouble recovering from mistakes.	Tension and nervousness is obvious; has trouble recovering from mistakes.
VERBAL SKILLS				
Enthusiasm	Demonstrates a strong, positive feeling about the topic during the entire presentation.	Occasionally shows positive feelings about the topic.	Shows some negativity toward the topic presented.	Shows absolutely no interest in the topic presented.
Elocution	Student uses a clear voice and correct, precise pronunciation of terms; All audience members can hear the presentation.	Student's voice is clear, & pronounces most words correctly. Most of audience can hear the presentation.	Student's voice is low; Incorrectly pronounces terms. Audience members have difficulty hearing presentation.	Student mumbles, incorrect pronunciation, speaks too quietly for most of audience to hear the presentation
CONTENT				
Subject Knowledge	Student demonstrates full knowledge; answers questions with explanations & elaboration.	Student is at ease with expected questions, does not elaborate on answers.	Student is uncomfortable with information; Able to answer only rudimentary questions.	Student does not have grasp of information; Cannot answer questions about subject.
Organization	Student presents information in logical, interesting sequence which follows the abstract. Helps audience understand relationships among ideas by using organization aids (announcing topics, transitions, summarizing).	Student presents information in logical sequence which follows the abstract. Audience has no difficulty understanding relationships among the ideas. The ideas in the message can outlined easily.	Organization is incoherent. Audience has difficulty following; Student jumps around and does not follow the abstract; Audience must make assumptions about relationships among ideas.	Audience cannot understand presentation because there is no clear sequence of information. The message is so disorganized the audience cannot understand most of the message.

STEP Student Research Poster Presentation Rubric

CATEGORY	4 = Excellent	3 = Good	2 = Satisfactory	1 = Needs Improvement
Awareness of Audience	Significantly increases audience understanding and knowledge of topic; Effectively convinces an audience to recognize the validity of a point of view.	Raises audience understanding & awareness of most points; Clear point of view, development or support is inconclusive or incomplete.	Raises audience understanding and knowledge of some points. Point of view may be clear, but lacks development or support.	Fails to increase audience understanding of knowledge of topic; Fails to effectively convince the audience.
GENERAL GUIDELINES APPLYING TO ENTIRE SUBMISSION				
Clarity, Spelling, and Grammar	All elements of the submission are well organized. Contains no errors in spelling or grammar. Defines all acronyms at their first use.	A few elements of the submission are somewhat disorganized. Contains one or two errors in spelling or grammar. Does not define one or two acronyms at first use.	The submission lacks general organization. Contains more than two errors in spelling or grammar. Does not define more than two acronyms at their first use.	The submission is completely unclear: there are missing sections, several points are not clearly described. Contains more than two errors in spelling or grammar. Does not define more than two acronyms at their first use.
CONTENT				
Authorship	The student is primarily responsible for the work presented.	Student is mostly responsible for the work but outside assistance is apparent.	Student is only partially responsible for the work presented.	The student is largely not responsible for the work presented.
Accuracy	All content throughout the presentation is accurate. There are no factual errors.	Most of the content is accurate but there is one piece of information that seems inaccurate.	The content is generally accurate, but one piece of information is clearly inaccurate.	Content confusing or contains more than one factual error.
Comprehensiveness	Project includes all material needed to give a good understanding of the topic. Presentation corresponds to academic area selected.	Project is lacking one or two key elements. Presentation corresponds to academic area selected.	Project is missing more than two key elements.	Project is lacking several key elements and has inaccuracies.
Coherence	All content is carefully chosen to develop the student's thesis. There is no extraneous information.	Content is carefully chosen to develop the student's thesis. There may be a few extraneous points	Some content is not consistent with the student's thesis. There is a moderate amount of extraneous information.	Most content is inconsistent with the student's thesis and is difficult to follow because there is so much extraneous information.

STEP Student Research Poster Presentation Rubric

CATEGORY	4 = Excellent	3 = Good	2 = Satisfactory	1 = Needs Improvement
References/ Bibliography	Information is supported by authentic print resources; All resources are cited correctly, using a consistent format.	One or two references are missing or reference formats are inconsistent.	More than two references are missing or information is cited using the incorrect format.	Very few (or no) references are provided to support the information presented.
Originality and Creativity	Excellent original thinking or creative innovation of technique. Very original presentation of material; Captures audience's attention.	Good original thinking and creativity; Good variety and blending of materials & media	Minimal original thinking or creativity. Little or no variation; material presented with little originality or interpretation	No original thinking or creativity. Repetitive with little or no variety; insufficient use of materials or media



CALL FOR WORKSHOP PROPOSALS

14th Annual STEP Statewide Student Conference

March 30, 2012 to April 1, 2012 Albany Marriott ~ Albany, New York

Hosted by the New York State Education Department and Syracuse University

The Science and Technology Entry Program (STEP) is comprised of 51 colleges and universities across New York State, and one of its many purposes is to introduce students to practical experience in the scientific, technical, and health-related fields, and to prepare students for the rigors of college and beyond. Over 400 students and 125 program directors/advisors regularly attend the conference. Do not miss the opportunity to share valuable information in a forum that allows access to students and staff across New York State who 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

CONFERENCE OVERVIEW

This year's STEP Conference will emphasize the importance of planning ahead, being persistent, and staying focused. *The themes of this year's Conference will stress academic achievement, preparation for college, technology etiquette (i.e., cell phone, e-mail and social networks), financial literacy, peer pressure (bullying), self-esteem, internships, student responsibility, leadership skills, communication skills, setting goals, and personal success.* Highlights of the conference will include students in grades 7~12 presenting their fascinating research projects and participating in intellectually stimulating workshops. Workshops will take place on Saturday, **March 31, 2012**, with each convening for **75 minutes**.

SPECIFICATIONS FOR WORKSHOP PROPOSALS & SUBMISSION PROCESS

Workshop proposals should: (1) be relevant to the conference themes; (2) **not exceed 150 words in length**; (3) be **submitted electronically as a Microsoft Word Document to Dr. Leonese Nelson** at lenelson@syr.edu by **Friday, January 27, 2012**; and (4) be submitted as an abstract that includes the presenter's name, co-presenter's name, mailing address, work telephone number, home telephone number, fax number, e-mail address, business or academic affiliation, workshop title, and a list of needed audio-visual equipments (e.g. overhead projector, LCD projector, easel/flip chart, microphone, TV, VCR or a chalkboard).

****Selected workshop presenters will receive hotel accommodations, meals, and an honorarium.****

PROPOSALS are DUE **January 27, 2012** with acceptance notification by **February 17, 2012**.

E-mail Workshop Proposals to: Dr. Leonese Nelson at lenelson@syr.edu

For more information, please contact:

Dr. Leonese Nelson, Conference Chair

Syracuse University

Office of College Preparation Programs—STEP Program

111 Waverly Avenue, Suite 230

Syracuse, New York 13244-2330

Phone: 315-443-9171 **Fax:** 315-443-6721 **Email:** lenelson@syr.edu



14th Annual STEP Statewide Student Conference

March 30, 2012 to April 1, 2012 Albany Marriott ~ Albany, New York

Hosted by the New York State Education Department and Syracuse University

5TH 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 **14th Annual STEP Statewide Student Conference from March 30, 2012 to April 1, 2012, at the Marriott Hotel in Albany, New York—189 Wolf Road—Albany, New York 12205—(518) 458-8444.**

STEP is comprised of 51 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 400 students and 125 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 31, 2012, 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).*

To increase the number of institutions participating in the 5th Annual College Fair at the STEP Statewide Student Conference, **STEP Programs paying the conference registration fee for attendees from their institution will not be assessed an additional \$150.00** to have their admissions office participate in the fair. All **non-registered institutions for the STEP Conference will have to pay the \$150.00 fee to have their institution** participate in the fair.

****The conference will provide lunch for college representatives on Saturday, March 31, 2012 from 12:00pm to 1:00pm.****

Please notify the conference committee of your institution's intent to participate in this event by faxing or e-mailing the enclosed form by **February 17, 2012 to Dr. Leonese Nelson** at (315) 443-6721 or lenelson@syr.edu .

Please make all checks payable to *Syracuse University*, and mail to:

Dr. Leonese Nelson, Conference Chair
Office of College Preparation Programs
Science and Technology Entry Program (STEP)
111 Waverly Avenue, Suite 230
Syracuse, New York 13244
(315) 443—9171

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

2012 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@potsgdam.edu	(315) 267—2584



14th Annual STEP Statewide Student Conference

March 30, 2012 to April 1, 2012 Albany Marriott ~ Albany, New York

Hosted by the New York State Education Department and Syracuse University

5TH ANNUAL COLLEGE FAIR REGISTRATION FORM

Institution Name _____

Name of Representative Attending College Fair: _____

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 31, 2012 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, March 31, 2012.

My institution's STEP Program has submitted its conference registration fees, which covers my fee.

STEP Program Director/Coordinator's Name: _____ Telephone Number: _____

{ } Please register our school for the STEP College Fair, March 31, 2012.

I have enclosed the non-refundable registration fee of \$150.00 payable to Syracuse University.

{ } Please register our school for the STEP College Fair, March 31, 2012.

My institution's non-refundable registration fee of \$150.00 will follow before the February 17, 2012 deadline.

Registration is **NOT** confirmed until the fee is paid. Space is limited. The **official registration deadline is February 17, 2012**, but we encourage early registration, as this event may fill before the deadline.

MEAL REQUEST: *The conference will provide lunch for college representatives on Saturday, March 31, 2012.*

{ } I **DO plan** to attend **Lunch** on Saturday, March 31st from 12:00pm to 1:00pm.

{ } I **DO NOT plan** to attend **Lunch** on Saturday, March 31st from 12:00pm to 1:00pm.

Fax Registration Forms by February 17, 2012 to:

STEP Statewide Student Conference College Fair

Attn: Dr. Leonese Nelson, Conference Chair

FAX # 315-443-6721

Checks should be mailed to: Dr. Leonese Nelson ▪ Syracuse University ▪ Office of College Preparation Programs (STEP Program) ▪ 111 Waverly Avenue, Suite 230 ▪ Syracuse, New York, 13244
▪ lenelson@syr.edu ▪

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

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