



CONFERENCE REGISTRATION FORM

2013 STEP Statewide Student Conference ▪ Albany Marriott ▪ March 8, 2013 to March 10, 2013

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: 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.** This fee does *not* cover hotel/lodging. The conference does not pay for students and staffs' hotel accommodations.

REGISTRATION FEES AND DEADLINES	2013 CONFERENCE REGISTRATION FEES <i>(per person rate)</i>
Early Registration Fee <i>(Postmarked By January 18, 2013)</i>	\$155.00/per person
Regular Registration Fee <i>(Postmarked Before January 25, 2013)</i>	\$175.00/per person
Late Registration Fee <i>(Postmarked Before February 8, 2013)</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 8, 2013 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

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.

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, grant administrators, students, staff, parents, instructors, volunteers, chaperones, faculty sponsors, vice president, administrators' children and their spouses.

	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			
11			Female / Male	Yes / No			
12			Female / Male	Yes / No			
13			Female / Male	Yes / No			
14			Female / Male	Yes / No			
15			Female / Male	Yes / No			
16			Female / Male	Yes / No			

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

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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 TWENTY (20). 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	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		
6					Yes / No		
7					Yes / No		
8					Yes / No		

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

The maximum number of registrants per institution is TWENTY (20). 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 8, 2013**: _____

** The hotel check in time is 4:00pm on Friday, March 8, 2013.

4. Estimated time of departure (*if later than 12:00pm on Sunday, March 10, 2013*): _____

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 20 participants directly to Syracuse University.

STEP 2: Albany Marriott Hotel Reservation Form Submission

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 (a maximum of 20 participants) **directly with the Albany Marriott Hotel** by using the Hotel Reservation Form.

The maximum number of registrants per institution is TWENTY (20). There will be no exception to the maximum number of registrants per institution!

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

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 15th Annual STEP Statewide Student Conference, Student Ambassadors will **ASSIST** the 2013 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
- ✓ 6th 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 8, 2013 from 8:15pm to 9:00pm** (*tentative time*) in the Albany/Colonie Room. **Names emailed or faxed to either Mohawk Valley Community College or Syracuse University will not be considered for this year's conference.**

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

<http://tinyurl.com/StudentAmForm>

The deadline to submit to names is **Friday, February 8, 2013**. Institutions *who fail to complete the registration form online* by the February 8th deadline will not have a student representative at the 2013 Conference; but will be eligible for participation at the 2014 STEP Statewide Student Conference.

Please **direct all calls and emails regarding the STEP Student Ambassador Program to **Kim Overrocker**—Mohawk Valley Community College at (315) 792—5424 or koverrocker@mvcc.edu

STEP STUDENT T-SHIRT DESIGN COMPETITION

Guidelines & Submission Instructions

DESIGN GUIDELINES

- Designs should celebrate STEP *student academic excellence*.
- Your design can only be on the Front **OR** the Back of the shirt your design must incorporate the statewide 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 koverrocker@mvcc.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 16th Annual STEP Statewide Student Conference in March of 2014.
- The committee reserves the right to make adjustments to the winning design.
- **Designs must be submitted to Kim Overrocker by 11:59pm Friday, February 15, 2013.**
- The winner will be announced Sunday, March 10, 2013 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, emails, and questions regarding the T-Shirt Design Competition to: Kim Overrocker**

Mohawk Valley Community College
(315) 792-5424 or koverrocker@mvcc.edu

STEP STUDENT T-SHIRT DESIGN COMPETITION TEMPLATE

