



CONFERENCE REGISTRATION FORM

2015 CSTEP Statewide Student Conference ▪ The Sagamore on Lake George Bolton, New York ▪
April 17, 2015 to April 19, 2015

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

Please note: The [Sagamore 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 Sagamore (see page 5).** This fee does **not** cover hotel/lodging. The registration fee does not pay for students or staff hotel accommodations.

REGISTRATION FEES AND DEADLINES	2015 CONFERENCE REGISTRATION FEES <i>(per person)</i>
Early Registration Fee <i>(Must be Received By January 23, 2015)</i>	\$205.00/per person
Regular Registration Fee <i>(Must be Received By February 6, 2015)</i>	\$230.00/per person
Late Registration Fee <i>(Must be Received By February 20, 2015)</i>	\$255.00/per person

- The registration rate will be determined by the above dates. Registration delivered to Syracuse University **after February 20, 2015 will not be accepted.**
 - **The LAST DAY to register for the 2015 CSTEP Statewide Student Conference is Friday, February 27, 2015!**
- Registration fees will **ONLY** be accepted in the **FORM OF INSTITUTIONAL CHECKS** or Money Orders! Registration forms submitted without full payment will **not be processed** (purchased requisitions will be accepted).

****Personal checks, cash, credit cards, and electronic transfer of funds are not acceptable forms of payment.****
- Checks or money orders should be made payable to: **Syracuse University CSTEP Conference**
- Payment should be mailed to: Dr. Leonese Nelson ▪ Syracuse University ▪ CSTEP Office
203 Bowne Hall ▪ Syracuse, New York, 13244

PROFESSIONAL STAFF/GUEST REGISTRATION LIST

Please list all staff/guest who will be attending from your institution. **Each institution is responsible for registering their staff with The Sagamore (see page 5).** Please note the names in this section are only for conference registration purposes (i.e., nametags and meal counts). Please ensure that names are spelled correctly and are typed or legibly written.

	First Name	Last Name	Title (Dr., Mr., Mrs., or Ms.)	T-Shirt Sizes	Sunday Box Lunch	Special Dietary Needs
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

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

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

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

STUDENT REGISTRATION LIST

Please list all students who will be attending from your institution. **Each institution is responsible for registering their staff with The Sagamore (see page 5).** Please note the names in this section are only for conference registration purposes (i.e., nametags and meal counts). Please ensure that names are spelled correctly and are typed or legibly written.

	First Name	Last Name	Classification Freshmen, Sophomore, Junior, Senior, or Grad Student	Major	T-Shirt Sizes	Sunday Box Lunch	Special Dietary Needs
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

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

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

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

STUDENT REGISTRATION LIST (CONTINUED)

Please list all students who will be attending from your institution. **Each institution is responsible for registering their staff with The Sagamore (see page 5).** Please note the names in this section are only for conference registration purposes (i.e., nametags and meal counts). Please ensure that names are spelled correctly and are typed or legibly written.

	First Name	Last Name	Classification Freshmen, Sophomore, Junior, Senior, or Grad Student	Major	T-Shirt Sizes	Sunday Box Lunch	Special Dietary Needs
1							
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11							
12							

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

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

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

TRANSPORTATION PROFILE

Each institution must complete and submit a Transportation Profile. **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 carpooling with another institution? _____ Yes _____ No
If yes, which one(s) _____

3. Estimated time of arrival on **Friday, April 17, 2015**: _____

4. Estimated time of departure (*if later than 11:00am on Sunday, April 19, 2015*): _____

CONFERENCE REGISTRATION PROCESS

STEP 1: Registration Fees

Please **print and send this completed form** with your registration fees (*institutional check or money order*) for participants directly to Syracuse University.

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

STEP 2: The Sagamore Reservation Form Submission

The Sagamore 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 Sagamore** by using the Hotel Reservation Form.

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