



13th Annual STEP Statewide Student Conference

March 25, 2011 to March 27, 2011 Albany Marriott ~ Albany, New York

Hosted by the New York State Education Department and Syracuse University

4TH 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 **13th Annual STEP Statewide Student Conference from March 25, 2011 to March 27, 2011, 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 26, 2011, 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 4th 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 26, 2011 from 12:00pm to 1:00pm.****

Please notify the conference committee of your institution's intent to participate in this event by faxing the enclosed form by **February 11, 2011 to Dr. Leonese Nelson** at (315) 443-6721.

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

For further questions, please contact the Syracuse University STEP Office by calling (315) 443-9171, or by email at lenelson@syr.edu. You may also contact one of the College Fair Sub-Committee Co-chairs for additional information.

2011 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@potdam.edu	(315) 267—2584



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4TH 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 26, 2011 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 26, 2011.

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 26, 2011.

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 26, 2011.

My institution's non-refundable registration fee of \$150.00 will follow before the February 11, 2011 deadline.

Registration is **NOT** confirmed until the fee is paid. Space is limited. The **official registration deadline is February 11, 2011**, 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 26, 2011.*

{ } I **DO plan** to attend **Lunch** on Saturday, March 26th from 12:00pm to 1:00pm.

{ } I **DO NOT plan** to attend **Lunch** on Saturday, March 26th from 12:00pm to 1:00pm.

Fax Registration Forms by February 11, 2011 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 Syracuse University's STEP Office or one of the College Fair Sub-Committee Co-chairs.

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Cecelia Russo St. John's University russoc@stjohns.edu (718) 990-6667

Mary Stickney SUNY Potsdam sticknme@potsdam.edu (315) 267-2584



Syracuse University/STEP Student Conference
 Friday, March 25, 2011 – Sunday, March 27, 2011

HOTEL REGISTRATION
 *Reservations must be made by **March 2, 2011***

I. Room Rates Only

(PER PERSON INCLUDING TAX):	(PER PERSON WITHOUT TAX):
Single Occupancy: \$121.98	Single Occupancy: \$107.00

II. 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.

III. 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 3, 2011 or the reservation(s) will cancel automatically on March 4, 2011.)

(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)

IV. Room

(Please Type Names and indicate Nights of Stay at the Marriott Hotel):

	Last Name	First Name	Room Needed for Friday Night	Room Needed for Saturday Night
1				