



## CONFERENCE REGISTRATION FORM

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

### INSTITUTION INFORMATION AND CONTACT PERSON

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

\* 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 <b>By January 27, 2012</b>)</i>	\$155.00/per person
Regular Registration Fee <i>(Postmarked <b>Before February 10, 2012</b>)</i>	\$175.00/per person
Late Registration Fee <i>(Postmarked <b>Before February 17, 2012</b>)</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 <b>ONLY:</b> \$158.99	Meals <b>ONLY:</b> \$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 27<sup>th</sup>** 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 7<sup>th</sup>** 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 14<sup>th</sup> 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
- ✓ 5<sup>th</sup> 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](mailto: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 17<sup>th</sup> 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”*

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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.

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## 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 25<sup>th</sup> Anniversary logo, which can be located in various formats at [Stepforleaders.org](http://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](mailto: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 15<sup>th</sup> 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](mailto:mjhicks@buffalo.edu)

## STEP STUDENT T-SHIRT DESIGN COMPETITION TEMPLATE

