

# 2004 Conference Registration Information

## To complete the registration form it's as easy as 1. 2. 3.

1. Complete all of your statistical information – a daytime phone number is important for clarification of any questions regarding your registration form.
2. Choose any Professional Skills Development Center (PSDC) workshops in section 2. Remember to add the total from this section in the space provided in part 3.
3. Choose the applicable registration column – General Registration → left-hand column or NHSTE Member Registration → right-hand column – fill in the appropriate blanks – remember to bring down your PSDC total - make sure you keep a copy of your form before you mail it in or send it to your district.

***The following information has answered many of the questions that have been asked in the past. If you have any questions after reading the following notes, please call (toll free) 866-753-4479.***

## GENERAL CONFERENCE REGISTRATION NOTES

- ✓ **Confirmation:** There will NOT be written confirmation for General Conference Registrations. Participants sending in registrations through your school district are encouraged to check with your district to confirm processing of your registration. If you have any questions regarding the status of your registration, please feel free to call the NHSAA office (toll free) at 866-753-4479 through November 21. Registrations received after November 21 will not be guaranteed.
- ✓ **On-site Registration:** It is possible that we will not be able to immediately process on-site registrations at the door on Tuesday and Wednesday. Pre registration is your best option to ensure you begin your day quickly. Please be sure to get your registrations in early to avoid problems with late arrival.
- ✓ **Copy Your Registration Form:** You are encouraged to make a copy of your registration form before mailing it to NHSAA or submitting it to your school district for processing.
- ✓ **What is Included:** General Registration fees include lunch, all concurrent sessions, and entrance to all exhibitor areas.
- ✓ **Cancellations:** Cancellations MUST be in writing and received prior to November 19, 2004. Registration fees (either general or PSDC) are non-refundable and subject to regular billing after November 19, 2004.
- ✓ **Payment Options:** Fees must be prepaid to NHSAA, unless your school district sends a purchase order. Registrations with accompanying purchase orders may be faxed to 603-225-3225. A \$5.00 billing fee will be charged per invoice. Conference Registration Forms should be completed and attached for each person listed on any purchase order.
- ✓ **Hotel Accommodations:** Registration and meal costs are exclusive of overnight room charges. To reserve a room at the Sheraton Nashua Hotel, complete the enclosed Hotel Registration Form and return it directly to the Sheraton Nashua Hotel, Tara Boulevard, Nashua, NH 03062 or make your reservations by contacting the hotel at (603) 888-9970. Hotel information can also be found at the conference website. Be sure to call before 11/14/04 in order to get a reduced conference rate.
- ✓ **NHSTE Membership:** If you wish to join NHSTE to receive the NHSTE discounted conference rate, please mail your membership form, UNDER SEPARATE COVER, to NHSTE, 46 Dononvan Street, Suite 3, Concord, NH 03302-1590 by November 12, 2004.

## LUNCH NOTES

- ✓ At the request of conference participants, we are able to offer a box lunch option on Tuesday, Wednesday, and Thursday instead of the sit-down luncheons. You must indicate your lunch preference on the registration form for each day you are planning to attend the conference. If you do not make a selection, the sit-down luncheon will be assumed.
- ✓ Attendees opting for the box lunch option will not be allowed in the sit-down luncheon area, the Wentworth Ballroom. It is intended that the box lunches will be taken to conference concurrent session areas.
- ✓ If personal situations present special dietary considerations, please include these restrictions with your registration form.

## PSDC HANDS-ON WORKSHOP REGISTRATION NOTES

- ✓ All Professional Skills Development Center (PSDC) hands-on and/or large group training sessions are filled on a first come, first served basis. Written confirmation will be sent for each PSDC registration received prior to November 12. PSDC registrations received after November 12 will be acknowledged by phone.
- ✓ General Conference Registration IS REQUIRED for enrollment in any PSDC session offered during the regularly scheduled conference hours of 7:30 am - 4:00 pm on Tuesday, Wednesday, and Thursday. The cost of PSDC sessions offered during the conference day has been reduced because general conference registration IS required.
- ✓ If you would like to sign up for a PSDC session and your district is the processor of your registration form, it is recommended that you send in a copy of your registration form on your own (ahead of district processing) to ensure a space. Please note that you will be responsible for payment in the event your district paperwork does not arrive.

# 2004 CONFERENCE REGISTRATION FORM

## 1. PLEASE PROVIDE US WITH COMPLETE INFORMATION

Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Work  Home  Fax Number: \_\_\_\_\_  
 Town, State, Zip: \_\_\_\_\_ District: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Email: \_\_\_\_\_

## 2. SELECT YOUR PSCD HANDS-ON WORKSHOP SESSION(S) ~ additional fees required

Please refer to the conference program for specific details, times, and locations of each of the PSCD Sessions listed below.

Monday, Nov. 29	Tuesday, Nov. 30	Wednesday, Dec. 1	Thursday, Dec. 2
<input type="checkbox"/> PSCD01M (\$50.00)	<input type="checkbox"/> PSCD09H* (\$20.00)	<input type="checkbox"/> PSCD19H* (\$20.00)	<input type="checkbox"/> PSCD29H* (\$20.00)
<input type="checkbox"/> PSCD02PC (\$50.00)	<input type="checkbox"/> PSCD10M* (\$30.00)	<input type="checkbox"/> PSCD20M* (\$30.00)	<input type="checkbox"/> PSCD30M* (\$25.00)
<input type="checkbox"/> PSCD03P (\$30.00)	<input type="checkbox"/> PSCD11PC* (\$30.00)	<input type="checkbox"/> PSCD21PC* (\$30.00)	<input type="checkbox"/> PSCD31PC* (\$25.00)
<input type="checkbox"/> PSCD04M (\$50.00)	<input type="checkbox"/> PSCD12W* (\$30.00)	<input type="checkbox"/> PSCD22W* (\$25.00)	<input type="checkbox"/> PSCD32M* (\$25.00)
<input type="checkbox"/> PSCD05PC (\$50.00)	<input type="checkbox"/> PSCD13M* (\$30.00)	<input type="checkbox"/> PSCD23M* (\$30.00)	<input type="checkbox"/> PSCD33PC* (\$25.00)
<input type="checkbox"/> PSCD06P (\$30.00)	<input type="checkbox"/> PSCD14PC* (\$30.00)	<input type="checkbox"/> PSCD24PC* (\$30.00)	MITI SESSIONS ~ please see next page for registration form ➔ <input type="checkbox"/> MITI-01 Palm OS Handheld <input type="checkbox"/> MITI-02 Pocket PC Handheld <input type="checkbox"/> MITI-03 Digital Camera <input type="checkbox"/> MITI-04 GPS Device
<input type="checkbox"/> PSCD07M (\$50.00)	<input type="checkbox"/> PSCD15W* (\$25.00)	<input type="checkbox"/> PSCD25W* (\$25.00)	
<input type="checkbox"/> PSCD08PC (\$50.00)	<input type="checkbox"/> PSCD16M (\$50.00)	<input type="checkbox"/> PSCD26M (\$30.00)	
	<input type="checkbox"/> PSCD17PC (\$50.00)	<input type="checkbox"/> PSCD27PC (\$50.00)	
	<input type="checkbox"/> PSCD18W (\$30.00)	<input type="checkbox"/> PSCD28P (\$30.00)	
Total ALL PSCD's selected above = \$ _____ (Please include this \$ amount in the shaded space provided below.)			

Please select additional hands-on workshops above to determine your total registration fee below. The (\*) denotes a daily scheduled PSCD session. The fees listed for these PSCD sessions have been discounted and are in addition to the general conference registration.

## 3. GENERAL CONFERENCE REGISTRATION

3-day General Registration	\$255.00	\$ _____	3-day NHSTE Member Registration	\$240.00	\$ _____
Tuesday General Registration	\$95.00	\$ _____	Tuesday NHSTE Member Registration	\$90.00	\$ _____
<b>Please remember your Tuesday Lunch Selection:</b> <input type="checkbox"/> box lunch <input type="checkbox"/> sit-down lunch					
Wednesday General Registration	\$95.00	\$ _____	Wednesday NHSTE Member Registration	\$90.00	\$ _____
<b>Please remember your Wednesday Lunch Selection:</b> <input type="checkbox"/> box lunch <input type="checkbox"/> sit-down lunch					
Thursday General Registration	\$95.00	\$ _____	Thursday NHSTE Member Registration	\$90.00	\$ _____
<b>Please remember your Thursday Lunch Selection:</b> <input type="checkbox"/> box lunch <input type="checkbox"/> sit-down lunch					
PSCD Total From Above : \$ _____			PSCD Total From Above : \$ _____		
General Registration Grand TOTAL : \$ _____			NHSTE Member Registration Grand TOTAL : \$ _____		
NHSTE Bundle/Attendance ID # _____					

**PLEASE NOTE:** Lunch is included in the conference general registration fee. If you do not make a luncheon choice for each day you are scheduled to attend, a sit-down lunch will be assumed.

**PLEASE RETURN THIS FORM ONLY WITH YOUR CHECK or PURCHASE ORDER  
for GENERAL & PSCD REGISTRATION to:**

NHSA, 46 Donovan Street, Suite 3, Concord, NH 03301  
 Phone: (866) 753-4479 (toll free) ~ Fax: (603) 225-3225 ~ Email: lucile@nhssa.org