

# Conference Registration Information

## Completing the registration process is as easy as 1. 2. 3. ...

1. Again in 2011 ~ you are encouraged to register online!!! To access **ONLINE REGISTRATION** click on the link at the top of the conference home page [www.nhcmte.org](http://www.nhcmte.org).
2. You may also mail or fax the program registration form (pg 65) or download the registration form from the website. Complete all of your statistical information – a daytime phone number is important for clarification of any questions regarding your registration form.
3. Choose any Professional Skills Development Center (PSDC or MITI) workshops in section 2. Remember to add the total from this section in the space provided in section 3.
4. Choose the applicable registration column – General Registration → left-hand column or NHSTE Member Registration → right-hand column – fill in the appropriate blanks – remember to select your lunch preference and 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:** ALL online registrations will receive an email confirmation within 24 hours of registering. Registrations that are submitted using mail or fax will receive an email confirmation once the office staff have entered your information into the registration database. If you are registering through your school district, you are encouraged to check with your district to confirm the 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.
- ✓ **On-site Registration:** It is possible that we will not be able to process onsite registrations at the door. Pre-registration is your best option to ensure that you begin your day quickly. Please send 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 fee includes lunch, all concurrent sessions, and entrance to all exhibitor areas.
- ✓ **Cancellations:** Cancellations MUST be in writing and received prior to November 15. Registration fees (either general or PSDC) are non-refundable and subject to regular billing after November 15.
- ✓ **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. 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 Radisson Hotel you may: 1) complete the enclosed Hotel Registration Form and return it **directly** to the Radisson Hotel, 700 Elm Street; or 2) make your reservations by contacting the hotel at 603-625-1000; 3) fax your reservation to the hotel at 603-206-4206. Be sure to make your room reservations before November 11 to ensure that you receive the reduced conference room rate.
- ✓ **NHSTE Membership:** If you wish to become a NHSTE Premium member in order to receive the NHSTE discounted conference rate, please see page 66 for membership information. Checks or purchase orders should be sent **UNDER SEPARATE COVER** to: NHSTE, 46 Donovan Street, Suite 3, Concord, NH 03301 by November 20th.

## LUNCH NOTES

- ✓ We are able to offer a box lunch option on Tuesday, Wednesday, and Thursday, as well as sit-down luncheons. You must indicate your lunch preference when registering for each day you are planning to attend the conference. **If you do not make a selection, the sit-down luncheon will be assumed. Your lunch selection cannot be changed at the conference.**
- ✓ Attendees opting for the box lunch are not permitted to eat in the sit-down luncheon area in the Expo Center. 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 and we will do our best to accommodate your needs.**

## 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. Confirmation will be sent via email for each PSDC registration.
- ✓ General Conference Registration is **REQUIRED** for enrollment in any PSDC session offered during the regularly scheduled conference hours of 8:00 a.m. - 4:30 p.m. 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 are responsible for payment in the event your district paperwork does not arrive or is not approved.