

# 2005 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 section 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 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. Registrations received after November 21 will be subject to availability.
- ✓ **On-site Registration:** It is possible that we will not be able to immediately process on-site registrations at the door. 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 18, 2005. Registration fees (either general or PSDC) are non-refundable and subject to regular billing after November 18, 2005.
- ✓ **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 Sheraton Nashua Hotel, complete the enclosed Hotel Registration Form and return it **directly** to the Sheraton Nashua Hotel, 11 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 November 13, 2005 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 Donovan Street, Suite 3, Concord, NH 03301 by November 13, 2005.

## 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 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 and we will do our best to accommodate you.**

## 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 11. PSDC registrations received after November 11 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 a.m. - 4:00 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 will be responsible for payment in the event your district paperwork does not arrive.

# 2005 CONFERENCE REGISTRATION FORM

## 1. PLEASE PROVIDE US WITH COMPLETE INFORMATION

Name: _____	Work Phone: _____
Address: _____	Home Phone: _____
Work ☒ Home ☒ _____	Fax Number: _____
Town, State, Zip: _____	Co./District: _____
Position: _____	E-mail: _____

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

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

Monday, Nov. 28	Tuesday, Nov. 29	Wednesday, Nov. 30	Thursday, Dec. 1
<input type="checkbox"/> PSDC01M (\$85.00)	<input type="checkbox"/> PSDC09M* (\$30.00)	<input type="checkbox"/> PSDC18M* (\$30.00)	<input type="checkbox"/> PSDC25M* (\$25.00)
<input type="checkbox"/> PSDC02PC (\$50.00)	<input type="checkbox"/> PSDC10PC* (\$30.00)	<input type="checkbox"/> PSDC19PC* (\$30.00)	<input type="checkbox"/> PSDC26PC* (\$25.00)
<input type="checkbox"/> PSDC03W (\$50.00)	<input type="checkbox"/> PSDC11W* (\$20.00)	<input type="checkbox"/> PSDC20W* (\$20.00)	<input type="checkbox"/> PSDC27PC* (\$25.00)
<input type="checkbox"/> PSDC04H (\$50.00)	<input type="checkbox"/> PSDC12H* (\$30.00)	<input type="checkbox"/> PSDC21M* (\$30.00)	<input type="checkbox"/> PSDC28W* (\$25.00)
<input type="checkbox"/> PSDC05PC (\$50.00)	<input type="checkbox"/> PSDC13M* (\$25.00)	<input type="checkbox"/> PSDC22PC* (\$30.00)	<input type="checkbox"/> PSDC29N* (\$20.00)
<input type="checkbox"/> PSDC06W (\$35.00)	<input type="checkbox"/> PSDC14PC* (\$30.00)	<input type="checkbox"/> PSDC23PC (\$30.00)	MITI SESSIONS ~ please see next page for registration form ⇄ <input type="checkbox"/> MITI-01 Digital Camera <input type="checkbox"/> MITI-02 iPod <input type="checkbox"/> MITI-03 ReadingPen
<input type="checkbox"/> PSDC07H (\$50.00)	<input type="checkbox"/> PSDC15H* (\$30.00)	<input type="checkbox"/> PSDC24W (\$50.00)	
<input type="checkbox"/> PSDC08PC (\$50.00)	<input type="checkbox"/> PSDC16M (\$50.00)		
	<input type="checkbox"/> PSDC17W (\$35.00)		
Total ALL PSDC'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 daytime PSDC session. The fees listed for these PSDC 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	\$	
<i>Please remember your Tuesday Lunch Selection: <input type="checkbox"/> box lunch <input type="checkbox"/> sit-down lunch</i>							
Wednesday General Registration	\$95.00	\$		Wednesday NHSTE Member Registration	\$90.00	\$	
<i>Please remember your Wednesday Lunch Selection: <input type="checkbox"/> box lunch <input type="checkbox"/> sit-down lunch</i>							
Thursday General Registration	\$95.00	\$		Thursday NHSTE Member Registration	\$90.00	\$	
<i>Please remember your Thursday Lunch Selection: <input type="checkbox"/> box lunch <input type="checkbox"/> sit-down lunch</i>							
PSDC Total From Above :			\$	PSDC 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 WITH YOUR CHECK or PURCHASE ORDER  
for GENERAL & PSDC REGISTRATION (Send Hotel Registrations Directly to the Hotel) to:**

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