

Fall Leadership Summit Registration/Housing Form September 25-27, 2011

Check one of the following (Please do not send multiple copies)

- Original Revised Copy

All participants are required to complete the entire two-page form including pre-registered attendees. PLEASE PRINT CLEARLY.

1. Attendee Information

Prefix: _____ First Name: _____

MI: _____ Last Name: _____

(Please attach business card or type/print clearly all information requested or processing will be delayed. **It's important to send completed applications that include full names, e-mails, addresses and tax exempt information.**)

Position/Title: _____

Name for Badge: _____

- My spouse will be accompanying me to the Summit:

Prefix First Name Last Name

District/Organization: _____

Street Address _____

City, State, Zip: _____

Telephone: _____

Fax: _____

E-mail Address (Print clearly): _____

Do you have special needs? Yes No

If yes, please clarify: _____

2. Commuter Information

I will be commuting to the Summit and either do not require accommodations or have made my own hotel arrangements. I understand that meals will be charged separately since I am considered a commuter for this event. Please indicate in Section 9 of this form.

3. Hotel Preference

Please order hotel preferences. Every effort will be made to accommodate your first choice. You must provide credit card information to reserve a room.

First Choice: _____

Second Choice: _____

Third Choice: _____

Hilton Honor Number or
Marriott Reward Number: _____

Arrival: 9/___/11 Departure: 9/___/11

Accommodations:

- Single Double Smoking Non-Smoking

Smoking rooms are NOT available at the Saratoga Hilton.

Room Occupancy: _____

Share with: _____

(If applicable. If sharing a room each registrant must complete a separate registration form.)

4. Hospitality Suite Request

(Complete this section for Hospitality Suite request ONLY)

- I will use this space for sleeping & hospitality purposes:
Arrival: 9/___/11 Departure: 9/___/11

- I will use this space for hospitality purposes only:
Arrival: 9/___/11 Departure: 9/___/11

5. Hotel Reservations

- My school/organization is Tax Exempt.
(ST-129 Form preferred) Form is Attached.

In order to reserve a room you must provide credit card information. You must send a Purchase Order directly to the hotel prior to arrival or your credit card will be charged. See pages 16-17 of brochure for hotel rates. Sunday and Monday night rooms include a \$50 per person, per night meal package.

- I will be sending a Purchase Order to hotel for final payment.

Credit Card: American Express Discover Card

Master Card Visa

Card #: _____

Expiration Date: _____

Name on Card (please print): _____

Card Holder's

Signature: _____

E-mail Address: _____

Second E-mail Address: _____

(Assistant/if applicable)

6. Hotel Confirmation

Please print information clearly. All room confirmations will be sent via e-mail directly from the hotels via Site Solutions Worldwide to the e-mail addresses listed above. It's important to send complete applications that include full names, e-mails, addresses and tax exempt information or your hotel processing will be delayed. We recommend adding the domain "@sitesolutionsworldwide.com" to your safe sender list.

REMINDER: Deadline to submit hotel reservation form is August 24, 2011. After this date, rooms will be released by the hotel to general public and room rates may increase.

7. Attire

Golf Tournament..... Casual
Fall Leadership Summit:Business Casual
Annual Banquet..... Business Suits/Cocktail Attire

Please complete the two-page registration form and send via fax or mail to:



Fall Leadership Summit Registration
7 Elk Street, Third Floor - Albany, NY 12207-1002
Fax: 518-426-2229

Please visit our website for a copy of our registration materials or answers to Frequently Asked Questions!

www.nyscoss.org

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Attendee Information (Continued)

Prefix: _____ First Name: _____
 MI: _____ Last Name: _____

8. Summit Fees: (Please check all that apply.)

Bundled Tuition Option:

Attendance at both Fall and Winter Required.
 Tuition must be paid in full by Fall Leadership Summit.

- Council Member \$475 /Total \$950
- Retired Life Member \$237.50/Total \$475
- Educorps' Consultant \$237.50/Total \$475
- Sustaining Member \$475/Total \$950
- SDP 2011-12 Participant \$237.50/Total \$475
- Search Consultant \$237.50/Total \$475
- Non-Member \$575/Total \$1,150

Single Event Tuition Option:

- Council Member \$499
- Educorps' Consultant \$249.50
- Sustaining Member \$499
- SDP 2010-11 Participant..... \$249.50
- Search Consultant \$249.50
- Non-Member \$599
- Retired Life Member \$249.50
- Retired Life Member 2010-11..... Complimentary
 Retirement Date: _____

We will continue to honor recent retirees by offering complimentary tuition for the first fall event after their announcement. In addition, they can attend Winter 2012 at the bundled rate of \$237.50.

9. Meal Packages

Commuters will be charged for meals. Two-day meal package includes 2 breakfasts, 1 reception, 1 lunch, 3 beverage breaks, and 1 dessert reception:

- One Day..... \$ 50
- Two Day..... \$ 100
- Meal Packages Included with Hotel Room Pricing
 (This applies if you are registered within The Council room block only. You will automatically be charged as a commuter for meals if you make reservations outside of our room block.)

10. Institutes/Featured Presentations

Featured Presentations (Please choose one of the following):
Monday, September 26 / 3 - 4:30 p.m.

- Value-Added Included in Tuition
- The Leader in Me..... Included in Tuition
- Thinking Maps Included in Tuition
- Legal Briefing..... Included in Tuition

LEAF, Inc. is proud to present:



New Superintendents' Institute

- Success Seminar..... \$85 Per Person
 Sunday, Sept. 25 / 8 a.m. – 12:45 p.m.
- Commissioner's Breakfast Included in Tuition
 Monday, Sept. 26 / 8 – 9 a.m.

Note: These two sessions are only open to first year superintendents or those new to superintendency in New York.

Second & Third Year Superintendents Institute

- Fall Session \$85 Per Person
 Sunday, Sept. 25 / 9 a.m. – 12:45 p.m.

Note: This session is only open to 2nd & 3rd year superintendents.

11. Special Events (Please check all that apply.)

- Golf Tournament.... No Fee for Active Superintendents
 Saturday, Sept. 24 / 12 p.m.
 Sponsored by Strategic Partners. Retired superintendents are welcome to participate, but may be required to pay for their own game.
- 5K Run/Walk in the Sun..... Included in Tuition
 Monday, Sept. 26 / 6:45 a.m.
- Annual Banquet \$60
 Sunday, Sept. 25 / 6 p.m.

Annual Banquet fees include dinner, dessert, professional entertainment and transportation to/from event.

Number of Tickets: _____ @ \$60 each

Total Cost for Annual Banquet: \$ _____

12. Summit Total/Payment Options

(Registration, Meals and Annual Banquet, if applicable)

Total Cost: \$ _____

- Prepaid with Membership Dues
- Check or money order made payable to NYSCOSS
- Purchase Order #: _____
 Please include Purchase Order with this form made payable to NYSCOSS, do not include hotel cost.
- Credit Card payment to NYSCOSS:
 - Master Card
 - Visa

Card #: _____

Expiration Date: _____

Name on Card (please print): _____

Card Holder's Signature: _____

Registration processing may be delayed without credit card information, check or attached Purchase Order Form.

13. Registration Confirmation

All attendee event confirmations will be sent via e-mail directly from The Council's confirmation system to each e-mail address provided on page one of this form. This e-mail confirmation is separate from the hotel confirmation.