

2012 Winter Institute Attendee Registration / Housing Form / March 4 - 6

Check one of the following – please do not send multiple copies: Original Copy Revised Copy

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

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: _____

District/Organization: _____

Street Address _____

City, State, Zip: _____

Telephone: _____

Fax: _____

E-mail Address: _____

Do you have special needs? Yes No

If yes, please clarify: _____

My spouse will be accompanying me to the Institute

First/Last Name _____

2. Commuter Information:

I will be commuting to the Institute and do not require hotel accommodations and have made my own hotel arrangements. I understand that meals will be charged separately since I am considered a commuter for this event. Please make your selection 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: _____

Marriott Reward number or
Holiday Inn Priority Club Award Number:

Arrival: 3/_____/12 Departure: 3/_____/12

Accommodations: Smoking Non-Smoking
 Single Double

If sharing a room each registrant must complete a separate registration form with the same order of hotel preference.
Room Occupancy: _____

Share With: _____

4. Hospitality Suite Requests Only:

I will use this space for sleeping & hospitality purposes:

Arrival: 3/_____/12 Departure: 3/_____/12

I will use this space for hospitality purposes only:

Arrival: 3/_____/12 Departure: 3/_____/12

5. Hotel Reservation:

My school/Organization is Tax Exempt.

Tax Exempt Certificate 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 page 19 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 the 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 February 10, 2012. After this date, rooms will be released by the hotel to general public and room rates may increase.

Please complete the two-page registration form:
THE COUNCIL'S Winter Institute Registration
7 Elk Street, Third Floor
Albany, NY 12207-1002
FAX: (518) 426-2229

Attendee Information Continued

Prefix: _____ First Name: _____

MI: _____ Last Name: _____

7. Attire: Business Casual

8. Institute Fees: Check all that apply. Registration fees have been maintained from previous years.

Bundled Tuition Option (2 Event Registration):

Bundled Tuition \$ Pre-Paid / \$475
Attendance at both Fall 2011 and Winter 2012 required.
Invoiced tuition must be paid in full by Winter Institute.

Single Event Tuition Option:

- Council Member \$499
 - Sustaining Member \$499
 - Search Consultant \$249.50
 - Non-Member \$599
 - Retired Life Member \$249.50
 - Retired Life Member 2010-2011
- Retirement Date: _____

We will honor recent retirees by offering attendance at the Winter Institute at the bundled rate of \$237.50.

9. Meal Packages: Commuters will be charged for meals. Two day meal package includes 2 breakfasts, 2 receptions, 1 lunch, 2 beverage breaks, 1 dessert reception. Please select one:

- Commuter One Day \$ 50
- Commuter Two Day \$ 100
- Meal Packages Included with Hotel Room Pricing

This applies if you are registered in THE COUNCIL hotel room block only. You will automatically be charged as a commuter for meals if you select rooms outside of our room block.

10. Institutes/Featured Sessions

LEAF, Inc. is proud to present:
The 2nd & 3rd Year Superintendents Institute



- Building and Communicating A Budget Under A Tax Cap** \$85 Per Person
Sunday, March 4 / 9:30 a.m. – 1:30 p.m. (4 hrs)

Featured Presentations – Open to All Sunday, March 4 / 4 – 5 p.m.

Pre-registration is required. Please select one:

- APPR Discussion Included in Tuition
- Resources Discussion Included in Tuition
- Legal Briefing #1 Included in Tuition

Monday, March 5 / 3 - 4 p.m. Please select one:

Pre-registration is required

- Considering the “I” in RtI Included in Tuition
- Educational Advocacy Discussion Included in Tuition
- Legal Briefing #2 Included in Tuition

Monday, March 5 / 6 - 8 p.m.

- Economic Outlook / Dinner Included in Tuition
Pre-registration for this event is required.
Dinner sponsored by Strategic Partners.

LEAF, Inc. is proud to present:
New Superintendents Institute



- Success Seminar 5 \$85 Per Person
Sunday, Mar. 4 / 9 a.m. – 1:30 p.m. (4.5 hrs)
- Commissioner’s Breakfast Included in Tuition
Monday, Mar. 5 / 8 – 9 a.m. (1 hr)

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

11. Special Events: Please check all events that you will be attending for accurate registration counts.

- Fitness Run/Walk Included in Tuition
Monday, March 5 / 6:45 a.m.
- Zumba Dance Fitness Class Included in Tuition
Monday, March 5 / 7 – 8 a.m.
- Wine Tasting Included in Tuition
Monday, March. 5 / 4 – 6 p.m.

Join us for 2012 Lobby Day!

- Lobby Day Breakfast Kick-Off / Included in Tuition
Tuesday, March 6 / 7:30 – 9 a.m.
- Annual Lobby Day Included in Tuition
Tuesday, March 6 / 10 a.m.

12. Institute Total/Payment Options:

(Registration and Meals if applicable)

\$ _____

- 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 THE COUNCIL:
 Master Card Visa

Card #: _____

Expiration Date: _____

Name on Card (please print): _____

Card Holder’s Signature: _____

(Registration processing requires a method of payment)

13. Registration Confirmation:

All attendee event confirmations will be sent via e-mail directly from THE COUNCIL’s confirmation system to each email address provided on page 1 of this form. This e-mail confirmation is separate from the hotel confirmation.

