

# REGISTRATION

<b>REGISTRATION</b>
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## RESPONSIBILITY OF HOST

√	When	Description
	End December or Early January	Advise headquarters of registration fees for input on registration forms.
	Prior to conference	Contact prospective donors for items for a registration package ... pens, pencils, tablets, other items that are given away by local companies (OPTIONAL)
	Prior to conference	Obtain Bags, totes or some other item to use as a registration package. Each registered attendee will get one of these packages. It is also nice to give one of these to judges, discussion panel members, and job fair company representatives.
	Prior to conference	Obtain sufficient quantities of Tourist Information Brochures from the local tourist bureau for registration packages.

	Prior to conference	Obtain sufficient number of programs for registration packages.
	Prior to conference	Assemble registration packages.
	Prior to conference	Obtain volunteers to be at the registration tables during registration hours.
	Opening Day	Obtain Individualized Registration packages from headquarters.
	During Conference	Arrive at least 2 hours early so registration desk will be set up and operational at designated opening times.
	During Conference	Provide Nametags and receipts to persons who register on-site. (Headquarters will provide you with blank receipt forms that can be used for receipts, a temporary handwritten, stick on nametag can be provided the attendee at time of registration then you can do printed nametags at your convenience and they can pick them up later or the next day.)
	12:00 NOON, Friday of Conference	Provide headquarters with updated information on actual SDPC attendees.
	Prior to conference	Obtain sufficient quantities of Tourist Information Brochures from the local tourist bureau for registration packages.
	Prior to conference	Obtain sufficient number of programs for registration packages.
	Prior to conference	Assemble registration packages.
	Prior to conference	Obtain volunteers to be at the registration tables during registration hours.
	Opening Day	Obtain Individualized Registration packages from headquarters.
	During Conference	Arrive at least 1 hour early so registration desk will be set up and operational at designated opening times.
	During Conference	Provide Nametags and receipts to persons who register on-site. (Headquarters will provide you with blank receipt forms that can be used for receipts, a temporary handwritten, stick on nametag can be provided the attendee at time of registration then you can do printed nametags at your convenience and they can pick them up later or the next day.)
	12:00 NOON, Friday of Conference	Provide headquarters with updated information on actual SDPC attendees.

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## RESPONSIBILITY OF District Leaders

√	When	Description
	January	Include registration form in mailer
	On Going	Maintain registration log, post attendees names on web.
	Prior to conference	Prepare nametags and receipts
	Prior to conference	Assemble Individualized Registration packages for each attendee.
	Opening Day	Give Individualized Registration packages to Host Registrar
	Opening Day	Provide Host with Registration Lists for Sign in and any necessary corrections, additions or deletions.
	Opening Day	Provide Host with generic receipts and blank registration forms for completion on-site if necessary.

### INDIVIDUALIZED REGISTRATION PACKAGES WILL INCLUDE THE FOLLOWING:

THIS WILL BE PROVIDED BY Headquarters ...

Printed Nametag

Receipt

Meal Tickets if necessary

Each package will be in a standard envelope with the name of the individual on the outside..

### REGISTRATION LOGS

Headquarters will provide the host with a log of all attendees as follows:

- ❖ SPDC - A summary sheet for each university which will include the following information: Contest Entries if any, will identify Student Section Advisor (or SSA representative), and names of all registered students in alphabetical order by last name.

All logs will have a place to check off if a person is in attendance. No shows and cancellations should have a single line drawn through the name. Replacements and or additions are to be added to the bottom of the sheet.

### CONFERENCE PROGRAM ... What should be included:

- List of Conference Committee Personnel
- Welcome Letters (Printable Master Letter from District Leader will be provided to you by headquarters)
- Host, District Leader, Governor (if available), etc.
- Map showing location of all meeting space
- Quick Reference Overview showing all meetings by day and time with location (Provided by headquarters - this is separate from the bound program)
- Conference Overview (Combined Conference Agenda) (Printable Master will be Provided by headquarters)
- Individual Meeting Agendas (SPDC, etc. Meetings)(Printable Masters will be provided to you by headquarters)
- List of all Competitors and Rules (Printable Master will be provided to you by headquarters)
  - Old Guard Oral Competition
  - Old Guard Poster Competition
  - Old Guard Web Post Competition
  - Student Design Contest
- A Special Thank you to judges of the above competitions either on the same page with the contestant's names or block out so it stands out on another page - include name and company affiliation for each judge
- List of Job Fair Participants
- A Special Thank you for any Sponsors and/or Contributors. Including:

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- Mechanical Engineering Department
- ASME
- Any individuals and/or companies that make contributions (monetary, products, services)
- Any advertisements you promised to put in as part of a fee (i.e., Job Fair). You will probably need to call them and ask them to send you something you can print.
- Local information overview
  - Map of area
  - List of places to eat and/or be entertained (museums, beaches, golf courses, etc.)
  - Some type of Brochure from the Visitors Bureau
- Spouse Program Information
- Optional items that may be included are Rules and Instructions for Conduct of the various contests and competitions

# REGISTRATION

District  
Location

EXAMPLE of Form – will be placed on Acteva by  
headquarters



**PLEASE PRINT OR TYPE ALL INFORMATION ... ALL ATTENDEES MUST PRE-REGISTER**

Legal Name	_____
Day Telephone	_____
Email	_____
ASME Mbr #	_____

<b>FIRST NAME</b> Exactly as you want it to appear on your badge
<b>Representing</b> (Section, Subsection, DOB, School)
<b>Position Held</b> (DL, Chair, VC, Student, Etc.)

In order to enable us to be meet your needs please complete the following information:

**ALL ATTENDEES:**

Method of Transportation	Driving	Flying
Arrival Day/Est. Time	_____	_____
Departure Day/Est Time	_____	_____

**GUEST/SPOUSE ONLY:**

Guest/Spouse of: \_\_\_\_\_

**ALL ATTENDEES**

Will you be attending the Thursday Afternoon Tour?	Yes	No
Will you be attending the Thursday Evening Reception?	Yes	No
Will you be attending the Young Engineers Forum?	Yes	No

**ONLY ATTENDEES:**

Will you arrive in time to attend Friday Dinner?	Yes	No
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**ALL STUDENT ATTENDEES:**

Will you be attending the Thursday Afternoon Tour?	Yes	No
Will you be attending the Thursday Evening Reception?	Yes	No
Will you be attending the Young Engineers Forum?	Yes	No
Competitor – Old Guard Oral Competition?*	Yes	No
Competitor –Old Guard Poster Competition?*	Yes	No
Competitor – Student Design Contest?*	Yes	No
Competitor –Web Poster Competition:*	Yes	No

\*All competitors must complete & submit Official Competition Entry Form by March 14th

Please register me for the following:	Fee Paid Before 03/14/2003	Fee Paid After 03/14/2003
___ SPDC – Student Advisor	\$75.00	\$100.00
___ SPDC – Student	\$45.00	\$70.00
___ Other event	\$95.00	\$120.00
___ Other event	\$75.00	\$100.00
___ Guest/Spouse	\$45.00	\$70.00
___ Presenter	\$45.00	\$70.00
___ Other Meeting	\$75.00	\$100.00

**Conference Web Site:**  
www.

METHOD OF PAYMENT		
Check Enclosed	Amount	\$
<b>Make Check Payable to: ASME</b>		
Mail to: ASME address		

Charge my Credit Card	Amount	\$
___Master Card ___Visa ___Discover ___ American Express		
Card Number	_____	
Expiration Date	_____	
Name on Card	_____	
	Billing Address	
Telephone #	_____ ( ) _____	
Signature	_____	

**Notes:**

**If registration fee is not received by Mach 14, 2003 you must fax (214/800-4902) or email headquarters information so the conference staff can make arrangements for meals. Anyone making a reservation after March 14<sup>th</sup> will be responsible for payment whether you attend or do not attend the conference. Refunds must be requested in writing (Email preferred) not later than March 14, 2003.**

	In accordance with the Americans with Disabilities Act, do you have any special needs? If Yes, please check the appropriate box and provide your telephone number and email address so we may contact you.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you have any special dietary needs? If Yes, please check the appropriate box and provide your telephone number and email address so we may contact you.	<input type="checkbox"/> Yes <input type="checkbox"/> No