

## LEAD ON-SITE REGISTRATION PROCEDURES

### **STEP 1: Advisers Register for the Group**

Advisers proceed to the registration table for their school name (tables are divided by alphabet) to register and turn in adviser and student forms for your delegation:

- a. **Signed Adviser Commitment Form**
- b. **Signed Student Participant Commitment Form**

***Note:** We no longer collect the student medical form. Advisers and students should have a copy of their medical form with them at all times.*

Advisers will be provided with the name badges. For substitutions or payments due, advisers should proceed to the “**Help Desk**” in the registration area to process the paperwork. The Schedule of Events and registration materials will be provided at the Orientation Session.

**STEP 2:** Small Group Workshop presenters check in with the designated conference staff person. Special programs attendees check in at the designated table.

### **STEP 3: All Attendees Attend the Orientation Session (Attendance Required)**

During this session you will obtain the official **Conference Registration Materials** including the **Schedule of Events**. Please do not use any previous tentative schedules of events due to time changes, room changes, etc. During the orientation meeting we'll provide a brief overview of the conference, review the adviser and student small group workshops and announce any last minute changes in the conference schedule.

**Please do not miss this session.**

#### **LEAD Conference Registration Checklist:**

- Hotel Confirmation Form (advisers fax this form to the hotel by designated deadline date)
- Student Participant Commitment Form (students complete & give to your adviser)
- Adviser Commitment Form (advisers complete and turn in at registration with the Student Participant Commitment Form)

**REMINDER:** Everyone must wear his or her name badge at all times and to every session during the Conference!