



DELEGATE Conference Registration

Please fill out this form for you and your guest(s) in order to register for the conference. Note that there are multiple sections, one of which is the paper submission form.

First Name: _____ Last Name: _____

Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

Phone: _____ Cell (optional) _____

Is this your first SEPA conference (circle one)? YES NO

Is this your first planetary conference (circle one)? YES NO

REGISTRATION INFORMATION

Registration Options

Regular full registration is for the entire conference and includes all lunches and dinners. All meals will be buffet style and include several dietary options; if you have any concerns regarding meals, you can include that in your registration packet or contact the conference host. The Farewell Breakfast Saturday has been omitted this year, please enjoy breakfast on your own and join us at Fort Pierce Hampton Inn and Suites Saturday morning for a farewell gathering and door prizes.

Daily registration is available for those only attending a day or two, and the cost helps cover meals. Ignore this option if choosing regular registration.

Membership Dues

You must be a member of SEPA in order to attend the conference.

SEPA has two types of memberships: full and associate. Full memberships are for those working in one of the states falling within the SEPA geographical region, while associate memberships are for those whose institutions are outside of this region. More details are available on the SEPA membership webpage: <http://www.sepadomes.org/membership/>.

Completed Forms

Registering online or submitting the form electronically will expedite the registration process. Completed forms can be mailed or emailed to:

Patsy Wilson, SEPA Treasurer
140 Lyn Road Salisbury,
NC 28147
southeasternplanetariums@gmail.com

You will get an email acknowledging receipt of your completed forms. If you have not heard from the conference planning team within a week of sending your forms, please send an email to spacekat1220@gmail.com.

SECTION A: DELEGATE REGISTRATION

	Item	Fee			Total
1	Regular Full Registration	\$175		\$	
2	Late Full Registration (After May 15 th)	\$250		\$	
3	Daily Registration	\$80/day	x (Number of days) _____	\$	

4	Membership Dues (only required if membership is not current)	SEPA Full Membership	\$25	\$	
		SEPA Full Membership for Two Years	\$40	\$	
		SEPA Associate Membership	\$15	\$	
Full Registration Total				\$	

If you are not planning on attending the full conference, please circle the day(s) you will be attending:

Tues, June 2nd Wed, June 3rd Thurs, June 4th Fri, June 5th
 (Opening Reception)

Will you have your own vehicle during the conference? YES NO

If so, would you be willing to assist with rides if necessary? YES NO

Do you have any other special needs or require any special accommodations? If so, please describe.

If you have any questions or concerns about such needs, please contact Jon Bell at jbell@irsc.edu or (772) 462-7515

SECTION B: GUEST MEALS

Meals are included with full and daily registration fees. Guests of delegates who wish to attend a meal may do so with a charge to cover associated costs. Please print the names of each guest below and describe any special dietary needs or restrictions. Leave any inapplicable fields blank.

First Name	Last Name	Dietary Restrictions

Date	Meal	Number of Guests	Fee	Total
Tuesday, June 2 th	Opening Reception		x \$20	\$
Wednesday, June 3 th	Lunch		x \$25	\$
Wednesday, June 3 th	Dinner		x \$30	\$
Thursday, June 4 th	Lunch		x \$25	\$
Thursday, June 4 th	Dinner		x \$30	\$
Friday, June 5 th	Lunch		x \$25	\$
Friday, June 5 th	Dinner (Banquet)		X \$40	\$
Total Guest Meals				\$

SECTION C: PRESENTATION SUBMISSIONS

We highly encourage you to present! The heart of conferences like these consists of what we bring to it and share. Take a moment to reflect on all you've done since the last conference. Did you create or try any new programs, any new activities or any new ways of engaging with your audiences? Are there any issues within the field you think would be good to talk about in a panel format? If you are unsure of what you would like to present, or have multiple topics to submit, a copy of this form will be available separately for later submissions.

Presentation submissions will be reviewed for relevance and scheduled on a first come, first serve basis. You should get an email from someone on the conference planning team within 2 weeks of submitting this form letting you know if your presentation has been accepted. If there are any days on which you cannot present, please list them below.

- **Papers** will be limited to 12 min, with 3 min for questions.
- **Workshops** can be up to 45 min in length.
- Proposed **Panel Sessions** will be limited to 45 min in length.
- **Poster** space is also available, posters should either be free standing, or presenter should bring an easel.

Presentation Type (circle one): Paper Workshop Panel Poster

AV Needs:

Title:

Abstract:

Days on which you absolutely cannot present:

Additional Notes:

SECTION D: TOTALS

Add the totals from Sections A and B below.

Delegate Registration Total	\$
Guest Meals Total	\$
Grand Total	\$

Mail your check payable to SEPA with completed registration form to:

Patsy Wilson, SEPA Treasurer
140 Lyn Road
Salisbury, NC 28147

You can also email your completed registration form to Patsy at:
southeasternplanetariums@gmail.com