



2016 MACTE Fall Meeting

Conference Dates: October 24 – 26, 2016 | **Registration Period:** August 22, 2016 – October 7, 2016 **\$25.00 late fee will apply after October 7, 2016.**

Location: Camden on the Lake | 2359 Bittersweet Rd | Lake Ozark, MO 65049 | 573.365.5620 | www.camdenonthelake.com

Hotel Rooms must be reserved by September 30, 2016 to guarantee a room.

Conference registration forms should be filled out completely and emailed to mactexecsecretary@gmail.com or faxed with cover letter to (913) 273-6333

College/University		
Participant First Name	Participant Last Name	Participant Email
Address		
City	State	Zip Code

Is this your first MACTE Conference? **YES** **NO**

Please send one Conference Registration Form for each member attending. Please indicate method of payment below.

Monday - Missouri Council of Education Deans (MCED) Meeting (Dean's and unit leaders only 1:30-3:00)

Monday - Dean's/Unit Leader DESE Update (3:15pm – 5:00 pm)
This will be in a large conference room to facilitate additional faculty Dean's and Unit leaders that would like to attend.

Monday - Exec. Board Meeting (Exec Board Only) (6:00-8:00)

Choose One:

Full Conference (Tuesday/Wednesday) Registration Including 2 Meals **\$ 150.00**
Tuesday Banquet – Please check *Beef* *Chicken* *Vegetarian*

Tuesday Only Conference Registration Including Banquet **\$ 125.00**
Tuesday Banquet – Please check *Beef* *Chicken* *Vegetarian*

Wednesday Only Conference Registration Including Breakfast Buffet **\$ 100.00**

Total Payment (Checks made payable to MACTE): \$ _____

Method of Payment: **Personal Check**
 Institutional Check
 PayPal
 Enclosed **Separate Cover**

For Office Use QB _____ SH _____ EC _____
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To ensure we receive all registration forms by the deadline, **PLEASE EMAIL** your registration form to macteexecsecretary@gmail.com or FAX your registration form to (913) 273-6333 at the time it's completed. You can then send the original with your payment later. Original Registration Form(s) with Payment

To: Tracy Smith – MACTE Executive Secretary
5606 West 154th Street
Overland Park, KS 66223
Phone: xxx

REGISTRATION INSTRUCTIONS

PERSONAL INFORMATION

Please complete one Conference Registration Form for each member who will be attending the meeting. Please PRINT all information so that nametags are printed accurately. You will be sent an email confirmation to the email address you indicate on the registration form.

On Monday, please indicate if you will be attending the Missouri Council of Education Deans meeting or the Dean's/Unit Leaders DESE meeting. *MCED meeting is for member Leaders only*

PAYMENT OPTIONS

Please indicate your method of payment. This year, you can pay through two different methods. The first is by **PERSONAL** or **INSTITUTIONAL CHECK**. If paying by institutional check, please also indicate if the check is enclosed or if it will be sent separately. For institutional checks, please make sure to designate on the check or check stub the University or member the payment should be applied to so your payment is applied correctly. The second is through **PAYPAL** on the MACTE website (<http://macte.net/pay-with-a-credit-card-here/>). Please ensure that you indicate the University or member the payment should be applied to so your payment is applied correctly.

Registration forms should be mailed, faxed, or emailed to:

Tracy Smith – MACTE Executive Secretary
5606 West 154th Street
Overland Park, KS 66223
Phone: (913) 626-8583 / Fax: (913) 626-8583 (Under separate cover)
macteexecsecretary@gmail.com

In order to ensure that we receive all registration forms before the deadline, PLEASE EMAIL your registration form at the time completed. You can then send the original with your payment later. This way, if payment is delayed we will still know you are attending. If you have any questions regarding your conference registration or have special needs, please contact Tracy Smith at (913) 626-8583 or macteexecsecretary@gmail.com

CANCELLATION POLICY:

Participants may cancel their registration up to **October 21, 2016** for a full refund of conference registration fees. Participants who cancel after that date or who are unable to attend and do not cancel are responsible for paying all registration fees in full.

LATE FEE:

Registrations received after the deadline of **October 7, 2016** will incur a \$25.00 late fee.

CONFERENCE REGISTRATION CONFIRMATION

You will receive a confirmation email once your registration and payment has been received.

HOTEL RESERVATIONS

Hotel reservations must be made separately by contacting Camden on the Lake. Information on hotel reservations can be found on the MACTE website at <http://macte.net/>