



## 2017 MACTE Spring Meeting

Conference Dates: March 27-29, 2017 | Registration Period: January 23, 2017 – March 9, 2017

**\$25.00 late fee will apply after March 10, 2017**

**Location:** Courtyard Marriott-Columbia | 3301 LeMone Industrial Boulevard | Columbia, MO 65201 | 573.443.8000 | [www.courtyard.com/coucy](http://www.courtyard.com/coucy)

**Hotel Rooms must be reserved by March 5, 2017 to guarantee a room.**

Conference registration forms should be filled out completely and emailed to [mactexecsecretary@gmail.com](mailto: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 (Deans/Unit Leaders)
- Monday - Dean's/Unit Leader DESE Update
- Monday - Executive Board Meeting (Exec Board Only) (6:00-8:00)

Choose All:

- Full Conference (Tuesday/Wednesday) Registration Including 2 Meals **\$ 155.00**  
*Tuesday Banquet – Please check  Beef  Chicken  Vegetarian*
  - Tuesday Only Conference Registration Including Banquet **\$ 130.00**  
*Tuesday Banquet – Please check  Beef  Chicken  Vegetarian*
  - Tuesday Only Conference Registration Including Banquet (Graduate Student) **\$ 75.00**  
*Tuesday Banquet – Please check  Beef  Chicken  Vegetarian*
  - Wednesday Only Conference Registration Including Breakfast Buffet **\$ 100.00**
  - Wednesday Outstanding Beginning Teacher Luncheon (Additional Cost) **\$ 25.00**
- Total Payment (Checks made payable to MACTE):** \$ \_\_\_\_\_
- Method of Payment:**
- Personal Check
  - Institutional Check
  - PayPal
  - Enclosed  Separate Cover

For Office Use
QB _____
SH _____
EC _____

To ensure we receive all registration forms by the deadline, **PLEASE EMAIL** your registration form to [mactexecsecretary@gmail.com](mailto:mactexecsecretary@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 154<sup>th</sup> Street  
Overland Park, KS 66223  
Phone: 913-626-8583

## 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 emailed, mailed, or faxed to:

Tracy Smith – MACTE Executive Secretary  
5606 West 154<sup>th</sup> Street  
Overland Park, KS 66223  
Phone: (913) 626-8583 / Fax: (913) 273-6333 (Under separate cover)  
[mactexecsecretary@gmail.com](mailto:mactexecsecretary@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 [mactexecsecretary@gmail.com](mailto:mactexecsecretary@gmail.com)

### **CANCELLATION POLICY:**

Participants may cancel their registration up to **March 24, 2017** 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 **March 10, 2017** 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 Courtyard Marriot-Columbia. Information on hotel reservations can be found on the MACTE website at <http://macte.net/>