



2017 MACTE Fall Meeting

Conference Dates: October 23-25, 2017 | Registration Period: August 8, 2017 – October 6, 2017

\$25.00 late fee will apply after October 6, 2017

Location: Camden on the Lake | 2359 Bittersweet Road | Lake Ozark, MO 65049 | 573.365.5620 |

<http://www.camdenonthelake.com/>

Hotel rooms must be reserved by September 22, 2017 to guarantee a room.

Conference registration forms should be completed and emailed to mactexecsecretary@gmail.com

College/University

Participant First Name

Participant Last Name

Participant Email

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 – Assessment Directors Meeting

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

Choose All:

Full Conference (Tuesday/Wednesday) Registration Including 3 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

No Banquet Required- Due to Dietary Restrictions, Etc.

Full Conference \$125.00 Tuesday Only \$100.00 Wednesday Only \$75.00

Total Payment (Checks made payable to MACTE):

\$ _____

Method of Payment:

Personal Check

Institutional Check

PayPal

Please note that lunch will be included on Tuesday (in the past this has been on your own), but there will not be breakfast served. This will be a networking lunch with rooms focused on designated topics for informal discussion.

Emergency Contact- In case of a medical emergency please contact:

Name: _____ Phone: _____

PLEASE EMAIL your completed registration form to mactexecsecretary@gmail.com Or FAX to: (913)273-6333

Pay through PayPal or MAIL checks to: Tracy Smith- MACTE Executive Secretary

5606 W. 154th 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 W. 154th Street
Overland Park, KS 66223
Phone: (913) 626-8583 / Fax: (913) 273-6333
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. If you have any questions regarding your conference registration or have special needs, please contact Tracy Smith.

CANCELLATION POLICY:

Participants may cancel their registration up to **October 18, 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 **October 6, 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 Camden on the Lake. Information on hotel reservations can be found on the MACTE website at <http://macte.net/>