



2018 MACTE Spring Meeting

Conference Dates: March 26-27, 2018 | Registration Period: January 23, 2018 – March 9, 2018

\$25.00 late fee will apply after March 9, 2018

Location: Courtyard by Marriott | 3301 LeMone Industrial Blvd. | Columbia, MO 65201 | 573-443-8000 |

<https://www.marriott.com/hotels/travel/coucy-courtyard-columbia/>

Hotel rooms must be reserved by March 1, 2018 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 - Executive Board Meeting (Exec Board Only) - 10:00- 11:30 am
- Tuesday – Assessment Directors Meeting – 1:30- 3:30 pm
- Tuesday – Field and Clinical Meeting – 1:30– 3:30 pm
- Tuesday – Community College Meeting – 1:30– 3:30 pm
- Tuesday - Missouri Council of Education Deans (MCED) Meeting (Deans/Unit Leaders) – 1:30- 3:30 pm

Choose All:

- Full Conference (Monday/ Tuesday) Registration** **\$155.00**
Monday Banquet – Please check Beef Chicken Vegetarian
- Monday Only Conference Registration Including Banquet** **\$130.00**
Monday Banquet – Please check Beef Chicken Vegetarian
- Monday Only Conference Registration (Graduate Student)** **\$75.00**
Monday Banquet – Please check Beef Chicken Vegetarian
- Tuesday Only Conference Registration** **\$100.00**
- No Monday Evening Banquet Required- Due to Dietary Restrictions, Etc.**
 Full Conference \$125.00 *Monday Only \$100.00*
- Late Fee (After March 9th)** **\$25.00**

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

Method of Payment: Personal Check Institutional Check PayPal

Please note that breakfast will not be served Monday morning, however we will have lunch and a plated dinner on that day. In addition, we will have a buffet breakfast and lunch on Tuesday.

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

Name: _____ Phone: _____

PLEASE EMAIL your completed registration form to mactexecsecretary@gmail.com

Pay through PayPal or MAIL checks to: Tracy Smith- MACTE Executive Secretary
5606 W. 154th Street, Overland Park, KS 66223

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.

Please indicate if you will be attending the Missouri Council of Education Deans meeting Tuesday afternoon. *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 or mailed to:

Tracy Smith – MACTE Executive Secretary
5606 W. 154th Street
Overland Park, KS 66223
Phone: (913) 626-8583
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 **March 20, 2018** 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 9, 2018** 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 by Marriott. Information on hotel reservations can be found on the MACTE website at <http://macte.net/courtyard-marriott-hotel-registration-information/>