

SEPA 2011

Delegate Registration

Please fill out one per delegate.
 Registration, including all filled out forms, is due by May 31, 2011 or earlier. (postmark of May 31 if snail-mailed)
 \$25 late fee is applied if after May 31.
 Last day for refund is May 31, 2011.

How to submit:

To submit electronically, you must be using Adobe Reader version 8 or later. Once you have filled in all required fields, simply click the "Submit Form" button in the upper right corner to e-mail your form back to Steve Morgan. If you prefer the old-fashioned way, you may instead print out your forms and mail or fax them to the address listed below.

First Name _____ Last Name _____

Title _____

Name you prefer to use _____

Planetarium _____

Institution/Company _____

Address _____

City _____ State _____ Zip _____

Country _____

Work Phone _____ Fax _____

Mobile (opt) _____ Home Phone (opt) _____

Work E-mail _____

Other E-mail (opt) _____

Is this the first time you've attended a SEPA conference? _____

Special Dietary Needs:

If you have special dietary needs, such as vegetarian, diabetic, gluten-free, food allergies, etc, please indicate in the space below and the resort chef will prepare suitable alternatives for you.

Which forms to complete?

- ALL delegates must complete the **Delegate Registration Form** (pg. 1)
- Also complete the **Paper and Workshop Submission Form** (pg. 2) if submitting a paper and/or workshop proposal.
- Vendors should complete a **Vendor Registration Form** (pg. 3) in addition to your delegate registration.
- Add the **Professional Development Application Form** (pg. 4) if applying for SEPA professional development funds.

Please mail a check for the total registration cost made out to YOUNG HARRIS COLLEGE or use a credit card. If you wish to use a credit card but do not wish to send the card information electronically or by mail, contact the Rollins Planetarium at (706) 379-5130 between 9 a.m.-5 p.m. EDT.

I'm sending a check made out to YOUNG HARRIS COLLEGE _____

Card Type: _____

Card Number _____ Expiration Date _____

Name on credit card (print clearly) _____

Please mail check, and if not submitting forms electronically, also mail or fax all necessary registration forms to:

Steve Morgan - SEPA 2011

Rollins Planetarium/Young Harris College

P.O. Box 68

Young Harris, GA 30582, USA

phone: (706) 379-5130

fax: (706) 379-4306

e-mail: smorgan@yhc.edu

Liability Release:

By placing my name in the space provided below, I hereby release SEPA, its officers, the conference host, Young Harris College, O. Wayne Rollins Planetarium, and all their members from liability while traveling to, while at, and while returning from the 2011 SEPA conference.

Name: _____ Date: _____

Delegate Registration Fees

Please note: You must enter the cost of each item (generally shown in parentheses) in the blanks provided. Only the totals and subtotals at the bottom of the form are automatically filled in for you (if submitting electronically).

For the Planetarian:

Delegate Full Registration Fee (\$250) \$ _____

includes entrance, conference bag with giveaways, transportation to Tellus Museum & Planetarium in Cartersville, meals (except Thurs. breakfast), & all activities (except certain Fri. afternoon optional activities)

Student Full Registration Fee (\$150) \$ _____

This option is designed to encourage the participation of students who may not otherwise be able to attend our conference.

If you are a student who is *employed* at a planetarium, then this opportunity is for you. Please fill out all the student information on the Registration Form.

Note, this is NOT open to full time planetarians.

School Attending _____ Major _____
 Year _____ Age _____
 (circle) Freshman Sophomore Junior Senior Graduate School

Prof. Dev. Fund Recipient Registration Fee (\$0) \$ _____

This is for those who have been awarded professional development funds by SEPA. Please fill out all forms as normal, including the one for paper submission.

Single Day *Wednesday* Registration (\$125) \$ _____

Single Day *Thursday* Registration (\$125) \$ _____

Single Day *Friday* Registration (\$150) \$ _____

Late Registration Fee -if postmarked after May 31 (\$25) \$ _____

Annual SEPA Dues - • *required for attendance* •

See sepadomes.org for full details of membership requirements
 Full Members - one year (\$25); Full Members - two years (\$40);
 Associate Members (\$15); Supporting Membership (\$100)

Donation to SEPA Professional Dev. Fund \$ _____

Friday Free Time Activity from above \$ _____

Subtotal \$ _____

Spouse/Guest Subtotal \$ _____

TOTAL \$ _____

After entering ALL data, please click here to update Total!

Friday Free Time Activities:

These are completely optional; see conference document for details. If interested, please choose one activity for the Planetarian and one for the Spouse and/or each Guest. (It's okay if the activities are different for different people.)

ACTIVITY	COST	Planetarian	Number of Spouse/Guests
0. None	\$0/person		
1. Golf	\$62/player		
2. Trail Ride	\$46/person		
3. Boat Ride	\$35/person		
4. Guided Hike	\$30/person		
5. Sip & Shop	\$35/person		
6. B'town Bald	\$30/person		
7. Anna Ruby	\$35/person		
ENTER COST		\$ _____	\$ _____

Costs are per person; please enter accordingly.

Spouse/Guest Registration:

Name: _____
 (or Names)

Tuesday Evening - Includes Opening Reception, Planetarium time (\$35) \$ _____
 ea.

Wednesday Evening - Includes Dinner, Planetarium time, Cherokee Sky Legends, Constellation Shoot-Out (\$45) \$ _____
 ea.

Thursday - Includes bus ride to/from Cartersville, lunch and activities at Tellus, BBQ dinner with live Mountain Music, outdoor recreational activities (\$75) \$ _____
 ea.

Friday Evening - Includes Cash Bar, Banquet, Keynote Speaker Dr. Mark Devlin (\$60) \$ _____
 ea.

Saturday Morning - Includes Breakfast (\$25) \$ _____
 ea.
 Special Dietary needs for Spouse/Guest? _____

Friday Free Time Activity \$ _____
 from above

Spouse/Guest Subtotal \$ _____

SEPA 2011 Delegate *Paper* Submission Form

Name: _____

Title: _____

Abstract:

Equipment Needed (be specific): _____

Note: Time is limited to ten plus two minutes for Q&A. Plenary sessions are limited in availability. Please send this to Steve Morgan if submitting electronically.

Notes:

SEPA 2011 Delegate *Workshop* Submission Form

Name: _____

Title: _____

Abstract:

Limiting Attendance Number: _____ Charge for Attendance? \$ _____

Equipment Needed (be specific): _____

Note: Time is limited to 30 minute increments. Workshop sessions are limited in availability. Please send this to Steve Morgan if not submitting electronically.

Notes:

SEPA 2011

Vendor Registration

Please fill out one for your company **in addition** to your delegate registration.

Company _____

Address _____

City _____ State _____ Zip _____

Country _____

Work Phone _____ Fax _____

Work E-mail _____

Web Address _____

SEPA truly appreciates the support the attending vendors provide, both financially and physically. Being a part of our annual conference allows fellow planetarians to learn about your wares in a very solid way.

For details on support levels, their associated benefits, and all other details, please download the "Sponsorship Levels and Benefits" document. It can be found in the

vendor part of the conference section of the <sepadomes.org> website. For any additional information or questions, please contact Steve Morgan at <smorgan@yhc.edu> or (706) 379-5130.

Vendor Registration Fees etc.

Please Follow the SEPA 2011 Sponsorship & Benefits PDF Document for all Pricing & Guidelines:

Sponsorship Title _____

Sponsorship Level (Note: 10% of the sponsorship level you provide goes directly to next year's SEPA Professional Development Fund!) \$ _____

Title of Presentation _____

Abstract of Presentation

Needs for planetarium or plenary session, depending on level of support. If planetarium, note electrical, audio, equipment placement, etc. needs. Contact Steve Morgan to arrange exact times for setup in the theater.

Additional Planetarium Time (\$500/15 min. based on availability) \$ _____

Additional Exhibit Space (\$125 for each Type 1 table top or \$300 for each Type 2 booth based on availability) \$ _____

Bag Stuffing Fee (\$50/item or mini portfolio) \$ _____

Item(s) to Stuff _____

After entering ALL data, please click here to update Total!

TOTAL \$ _____

SEPA Professional Development Application

From the SEPA Professional Development Fund Committee:

For the past several years, SEPA Council has worked to set up a professional development fund. Proceeds from the silent auction at conferences, along with member donations, have collected a bit of interest in the SEPA accounts. This is the first year the fund has been titled "Professional Development" and we are excited about it. Each award will cover the amount of registration, and (depending on how the costs come out) perhaps a small stipend for travel or hotel stay. Recipients' names will be sent to the conference host (so they don't have to pay the registration fee when submitting conference materials). If there is a stipend, it will be in the form of a check, given to recipients at the end of the conference (so they'll be reimbursed for part of their expenses).

To apply, one must be currently employed at an active planetarium (i.e. be a member of the planetarium staff) in the SEPA region, be a full SEPA member, and not be a vendor. They must meet deadlines for submitting this application form, and, if selected, for conference registration and paper presentation.

Award recipients will present a paper or poster at the conference. The paper or a write-up of the poster will appear in the fall edition of SEPA's journal, *Southern Skies*. Recipients of the award this year will be ineligible for the award next year.

Candidates will complete this form. The form must be submitted electronically or mailed to Linda Hare (address below) and include the candidate's resume, and an abstract for his/her paper or poster. Deadline for applications is midnight EDT May 16, 2011.

Name: _____ Planetarium: _____

Postal address: _____ E-mail address: _____

Phone number where you can be reached directly: _____ Fax number: _____

In what year did you join SEPA? _____ How long have you worked in the planetarium field? _____

Without financial aid, will you be able to attend the upcoming SEPA Conference? _____

Can your employer/planetarium provide any financial assistance or pay part of the conference expense? If so, how much? _____

In one paragraph, tell us why should you receive this award.

How do you anticipate benefiting from attending the SEPA Conference?

Do you plan to attend any other planetarium conferences this year, with or without financial assistance? _____

If selected for this award, describe your paper or poster for the conference.

The committee will discuss the applications and choose recipients by May 31, 2011.

Successful applicants are notified by e-mail to allow the registration process to move along smoothly. The Professional Development Committee takes great pleasure in supporting the SEPA membership and is looking forward to excellent applications.

Send to: Linda Hare; 3602 23rd Avenue West; Bradenton, FL 34205; USA.