

REGISTRATION INSTRUCTIONS

Registration fees

Member rates apply to staff of current ASTC-member institutions only.

Early Bird registration deadline: July 19, 2010

ASTC Member: \$540 • Nonmember: \$660

Advance registration deadline: August 20, 2010

ASTC Member: \$615 • Nonmember: \$735

On-site in Hawaii

ASTC Member: \$745 • Nonmember: \$865

Group Registration: Buy 4 Full Conference registrations and receive a 5th one at half price. Available only to ASTC Members. One-day, Exhibit Hall Guest, and student registrations are not eligible for this discount. To obtain the discount for the 5th registration, please use the special discount registration form provided on pages 63-64. The special registration form will ask you to list the 4 attendees that have previously registered. Once the 4 full registrations listed have been confirmed, your own registration would qualify for the discount. The 4 registrations do not have to be paid at the same time, but must be from the same institution.

Full Conference Registration for the ASTC 2010 Annual Conference includes:

- All Sessions/Workshops (without a fee)
- Two-day Exhibit Hall
- Complimentary refreshment breaks in Exhibit Hall
- Saturday Meet and Greet breakfast
- Hawaiian-Style Luau at the Bishop Museum
- Networking Receptions

Conference Badge must be displayed for admission to these events.

Session leader/Presenter registration

Please note that all session leaders and presenters who are employed by an ASTC-member institution must register and pay the registration fee for the ASTC Annual Conference. For presenters not employed by a member institution, ASTC greatly appreciates your generous commitment to serve as a presenter for the Annual Conference Program. You will receive a complimentary pass for the session that you are presenting. This will not allow access to other sessions, the exhibit hall, or networking events. Discounted full conference registration fees for nonmember presenters are available. Please contact conference@astc.org for more information.

Exhibitor Registration

Please do not use this form. An exhibitor registration form will be included in your Exhibitor Service Manual.

Badge Pick-up

Badges will not be mailed. You may pick up your badge and conference materials at the Hawaii Convention Center, Exhibit Hall II lobby.

Methods of registration

- **By e-mail:** conference@astc.org
- **By fax:** 202/783-7207
- **By mail:** ASTC, Department 41, 1025 Vermont Avenue NW, Suite 500, Washington, DC 20005-6310

Due to the volume of forms received, **ASTC cannot confirm receipt of faxed or mailed forms.** Please allow at least seven business days from receipt of your form for acknowledgment of registration and receipt.

► **Payment method:** Full payment must be received with your registration form. Registration forms with fees paid by credit card can be e-mailed to conference@astc.org or faxed to 202/783-7207, attention: ASTC, Department 41. Checks must be drawn on a U.S. bank in U.S. dollars. Do not send cash or traveler's checks. Make checks payable to ASTC and send along with registration form(s) to: ASTC, Dept 41, 1025 Vermont Avenue NW, Suite 500, Washington, DC 20005-6310, U.S.A.

Wire transfer. ASTC welcomes inquiries regarding wire transfers. For additional information, contact ASTC's Accounting Department at 202/783-7200 x135; fax 202/783-7207.

Cancellation/refund policy: All cancellations must be in writing to conference@astc.org. Cancellations received at ASTC on or before **August 20** are entitled to a full refund of registration and event fees. Cancellations received August 21– September 3 will be subject to a \$150 cancellation processing fee. No refunds will be granted for cancellations after September 3. Restrictions may apply.

Substitution Policy: Substitutions are allowed with the written authorization of the registrant who is unable to attend. Send e-mail to conference@astc.org or bring signed letter to on-site Registration Desk.

Confirmation Notices

Confirmation notices will be e-mailed and include badge information and confirmation of selected sessions requiring preregistration and receipt of payment. Please read your confirmation carefully. To report a correction or discrepancy, call the number indicated on the notice. Please allow at least seven business days from receipt of your form for acknowledgment of registration and receipt.

Have more questions or need more information?
ASTC Conference Office at 202/783-7200 x 133
e-mail: conference@astc.org

SPECIAL REGISTRATION FORM

ASTC ANNUAL CONFERENCE ● HONOLULU, HAWAII ● OCTOBER 2-5, 2010

- **Early Bird registration deadline: July 19, 2010**
- **Advance registration deadline: August 20, 2010**

Use this form to claim the special registration discount. Register 4 full conference attendees from the same institution, and receive the 5th at half-price. This special discount is only available to ASTC members.

To claim your half-price registration, please list the names of the 4 full conference attendees from your institution in the spaces below. The registration fee for these attendees must be paid in full.

1. _____
2. _____
3. _____
4. _____

1. Contact Information. Note: This information will be published in the preregistration list of attendees.

First Name: _____ Last Name: _____
 Title: _____ Institution: _____
 Address: _____
 City: _____ State: _____ Zip/Postal Code: _____ Country: _____
 Telephone: _____ Fax: _____ E-mail: _____
(must be provided for e-mail confirmation)

To provide you with the best possible experience at the ASTC Annual Conference, we will share your contact information with other conference attendees and with our corporate supporters. Please note that exhibitors and sponsors may contact you with their product information. However, you may **opt out** by checking the box below if you wish **NOT** to have your name, title, institution, address, phone number, and e-mail address in the Preregistration List for distribution to ASTC 2010 attendees, exhibitors, and sponsors.
 Opt-out

2. Your Profile

Is this your first ASTC Annual Conference? Yes No

What is your role in your museum's purchasing of products?

- I am the final decision-maker.
- I influence the decision-maker.
- I am not involved in the decision process.

I require special meals; please specify _____

Are you a session leader or presenter at this year's conference?

Yes No

If yes, please provide Session ID Code.

3. Conference Registration Fees

Registration fees payable in U.S. currency: Member rates apply to staff of current ASTC-member institutions only.

	Early Bird (by July 19)	Advance (by August 20)
Full Conference Registration		
ASTC Member	<input type="checkbox"/> \$540 \$270 (half-price)	<input type="checkbox"/> \$615 \$307.50 (half-price)

Subtotal for Registration Fees

\$ _____

If you need assistance to attend this event, or want information in an alternative format, please contact the ASTC Meetings and Conferences Department at 202/783-7200 x121, or e-mail conference@astc.org, by **August 20**.

See Registration Instructions (page 60) for ASTC's cancellation/refund policy. Have more questions or need more information? Call ASTC Conference Office at 202/783-7200 x 133

Name: _____

WORKSHOPS/EVENTS/TOURS

FRIDAY, OCTOBER 1

Building on Research to Improve Practice	\$20
Teacher Educator Network (TEN) Reception Dinner	\$45
NEON (National Education Outreach Network)	\$40
Youth Program Network Workshop, Part 1	\$0
Network for Leaders (NetLIFE)	\$0
Showcasing Innovation in Climate Change Programming	\$15
Dive In! Poolside Opening Reception	\$25
MuseumCamp	\$35
Program Development Boot Camp	\$22
Orientation for First-Time Conference Attendees	\$0
World War II Tour	\$50
Ho'okele Tour	\$50
Southeast Oahu Geology Tour	\$40
Botany Tour: Hawaii Loa Ridge Hike	\$50

SATURDAY, OCTOBER 2

Development Roundtable and Luncheon	\$40
New Funding Sources	\$0
Hawaiian-Style Luau at Bishop Museum	\$0
Nonregistered Guest Luau Ticket (Adults only, over 18)	\$60

SUNDAY, OCTOBER 3

CEO/Trustee Reception and Luncheon	\$40
Creating a Spirit of Discovery	\$0

MONDAY, OCTOBER 4

Outreach LIVE!	\$30
Sky-Skan Digital Planetarium	\$0
Involving the Community in Environmental Issues	\$0
Making It Count	\$0

TUESDAY, OCTOBER 5

CSI	\$0
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WEDNESDAY, OCTOBER 6

On the Big Island: Kohala Waterfall Adventure	\$169
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Subtotal for workshop/event/tour fees \$_____

TOTAL FOR CONFERENCE FEES \$_____

Payment:	Check	Wire Transfer	American Express	MasterCard	Visa
Credit card number:	_____			Expiration date:	_____
Print name as it appears on card:	_____			Signature:	_____
ASTC Office Use Only					
Date received	____/____/____	Check#	_____	Staff Initials	_____
				Date completed	____/____/____