REGISTRATION FORM

CONTACT INFORMATION
May STC provide your name, address, email, and phone number to exhibitors to contact you prior to and after the Summit?
☐ YES! Thank you  ☐ No

Full Name___________________________________________STC Member #___________________ ☐ First-time attendee

Company/School Name______________________________________________________________

Mailing Address__________________________________________________________________________

City __________________________________________ State/Province __________________________

ZIP/Postal Code __________________________ Country _______________________________________

Phone __________________________ E-mail _________________________________________________

Badge Name________________________________________________________

Guest Full Name __________________________________________ Guest Badge Name ________________________ (for Additional Tickets only)

Disabilities/special needs Per Americans with Disabilities Act (ADA) describe type of assistance requested (must be requested in advance):
____________________________________________________________________________________

Registration Fees – Select your registration option below

<table>
<thead>
<tr>
<th>Summit Registration</th>
<th>STC Professional and Academic</th>
<th>STC Gold</th>
<th>Student Member</th>
<th>Retired Member</th>
<th>Nonmember</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance rate</td>
<td>$1200</td>
<td>$975</td>
<td>$250</td>
<td>$595</td>
<td>$1625</td>
</tr>
<tr>
<td>Regular rate</td>
<td>$1475</td>
<td>$1475</td>
<td>$250</td>
<td>$595</td>
<td>$1800</td>
</tr>
<tr>
<td>Day Rate: 16, 17 and 18 May</td>
<td>$625</td>
<td>$625</td>
<td>$150</td>
<td>$500</td>
<td>$975</td>
</tr>
</tbody>
</table>

Preconference Sessions

| Full Day Session | $475 | $475 | $200 | $475 | $675 |
| Half-Day Session | $250 | $250 | $100 | $200 | $450 |

☐ Summit Registration fees: $___________

Full Summit Registration includes the Honors Event. Will you attend this event? ☐ Yes  ☐ No

Preconference Workshops—Select which workshop(s) you want to register for:

Friday, 15 May,
Full Day Workshops: 8:00 AM—5:00 PM  $___________
☐ Design Thinking Workshop
☐ Stand and Deliver: A Public Speaking Master Class
☐ Your Career Portfolio: Preparing for Future Growth

Half-Day Workshops  $___________
8:00 AM—12:00 PM  1:00–5:00 PM
☐ Building Immersive Reality into Content Strategy
☐ Examining Diversity and Fostering Inclusion
☐ Privacy Protection and Accessibility in Technical Writing
☐ The Information Design Workshop
☐ Moving From a Practitioner to a Manager
☐ Creating Personas: Understand Your Audience
☐ Engaging Cultural Difference for Empowering Design
☐ Getting Content Strategy Buy-in
☐ The Magic Behind Interactive Webinars

Registration rates on this form are good through dates indicated
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- **Leadership Program**, Friday, 15 May, 8:00 AM–12:00 PM (complimentary registration)
  
  Your Chapter/SIG: ____________________________________________

  Leadership position: __________________________________________

- **Speed Networking**, Saturday, 16 May, 11:30 AM-12:30 PM (complimentary registration); seating limited to 50.

- **Increase Your Workplace Confidence Through Improv Workshop** – Sunday, 17 May 1:00-3:00 PM
  
  This workshop is a two-part workshop. It is at the same time as the other Summit educations sessions. Registration is limited to 20 people. **There is an additional $20 registration fee for this session.**

  $______________

  **Additional Tickets: Purchase these tickets for guests who are not attending the Summit**

  - **Welcome Reception**, Friday, 15 May, (included with Summit registration)
    
    Additional tickets: _____ tickets @ $50/ticket

    $______________

  - **Honors Event**, Sunday, 17 May, 5:00 PM (included with Summit registration)
    
    Additional tickets: _____ tickets @ $80/ticket

    $______________

  **TOTAL AMOUNT DUE:** $______________

- **Please charge my:**
  
  - [ ] Visa
  - [ ] MasterCard
  - [ ] American Express
  - [ ] Discover

  Card # ___________________________ Expiration Date _____/______ CSC ________

  Name on Card ___________________________ Signature ___________________________

- **Check/Money Order** Checks must be payable in U.S. dollars or the equivalent in Canadian dollars. Registrants outside North America must make checks payable in U.S. dollars and drawn on a U.S. bank. Payment by credit card is recommended. Mail checks to Society for Technical Communication, 3251 Old Le Highway, Suite 406, Fairfax, VA 22030

  $______________

  **CANCELLATION - REFUND - TRANSFER POLICY** - All cancellation and refund requests must be submitted via email to summit@stc.org. Cancellation requests received on or before 1 March 2020 will be refunded, minus a $150 administrative fee. Cancellation requests made after 1 March will not be refunded. Registrations are transferable to another person with a $50 fee. Requests to transfer must be made via email by 20 April 2020. No-shows will not be issued a refund. No phone calls for cancellations or transfers please.

  **PHOTOGRAPHY AND RECORDING NOTICE** - By entering the event premises, you consent to interviews, photography, audio recordings, video recordings and their release, publication, exhibition, or reproduction to be used for news, Web casts, promotional purposes, telecasts, advertising, inclusion on websites, or any other purpose by STC and its affiliates and representatives. You release STC, its officers and employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication of interviews, photographs, computer images, video and/or sound recordings.

  By entering the event premises, you waive all rights you may have to any claims for payment or royalties in connection with any exhibition, streaming, Web casting, televising, or other publication of these materials, regardless of the purpose or sponsoring of such exhibiting, broadcasting, Web casting, or other publication irrespective of whether a fee for admission or sponsorship is charged. You also waive any right to inspect or approve any photo, video, or audio recording taken by STC or the person or entity designated to do so by STC.

  **CHILD SAFETY** – No one under the age of 18 is permitted in the conference education sessions, Expo Hall, or any other conference activities.

  **CODE OF CONDUCT** – Please see STC’s Code of Conduct at [https://summit.stc.org/stc-summit-code-of-conduct/](https://summit.stc.org/stc-summit-code-of-conduct/).