

**Conference Registration**

- a. **Registration period: Until Full**
- b. **Official Invoice:** Upon successful completion of the online registration process, a confirmation email will be sent to the Primary Contact. This email will serve as your **Official Invoice**.
- c. **Exhibitor Representative names:** Required during online registration
- d. **Cancellation policy: No refund if cancelled after May 23, 2021**

**Payment**

- a. **Full Payment Due:** At time of registration or by check within 30 days
  - Only full payment confirms your participation in **STC 2021**
- b. **Access to Conference Portal:**
  - At time full payment is received
- c. **Payment Options**
  - *Credit Card (3% credit card processing fee will be waived this year only) (at time of registration)*
  - *Checks Payable To*
    - i. SUNY Computing Officers Association (COA) (within 30 days)
- d. **Mail Check To:**

Hailey Ruoff  
Memorial Library  
SUNY Cortland  
P.O. Box 2000  
Cortland, New York 13045

**Metal Sponsors**

- a. **Company Logo for STC website** By: **ASAP, when registered**
  - **Platinum Exhibitor:** 200 x 150px
  - **Gold:** 200 x 45px

**(Send to Ciara Cable: [cablecm@sunybroome.edu](mailto:cablecm@sunybroome.edu))**

**NOTE: Logo will not be shown on the STC website until full payment is received**
- b. **Platinum & Gold Exhibitor Track Session(s)** By: **ASAP, no later than May 1<sup>st</sup>**
  - Need: presenters name(s), presentation title and brief description
    - All presentations must be submitted through the online conference presentation portal (*link will be provided*)
  - Session day and time slot is based on when we receive your information

**Technology Exhibit Hours**

- a. Will be available throughout conference

**Exhibitor Information Documents:** Go to: <http://www.stc.suny.edu/>, Click on the Exhibitors tab and then Exhibitor Information