

**DELTA SIGMA THETA SORORITY, INC.
A SERVICE SORORITY
GRAND CHAPTER**

2005 REGIONAL CONFERENCE ONLINE REGISTRATION

CHECKLIST AND TIPS

*Regional Conference pre-registration opens on March 15, 2005 at 12:01 am.
Regional Conference pre-registration closes at 12:00 midnight, April 22, 2005.*

TO REGISTER ON LINE: LOG ONTO DELTA'S WEB ADDRESS:

www.deltasigmatheta.org

CLICK: 2005 Regional Conference Registration

THE 2005 REGIONAL CONFERENCE WEB PAGE WILL APPEAR

SELECT TO REVIEW THE
INFORMATION AND GUIDELINES
AND
CHECKLIST AND TIPS FROM THE MENU OPTIONS.
(*WE RECOMMEND THAT YOU PRINT THESE DOCUMENTS.*)

CLICK : REGISTER BUTTON

REGION(SOUTH ATLANTIC, CENTRAL, ETC.), CONFERENCE CITY
AND
AGENDA (THIS IS THE DRAFT OF THE CONFERENCE PROGRAM) WILL APPEAR

CLICK YOUR SELECTION TO PROCEED.

Sorors must have the following information available to register online:

I. Information to be provided by registrant in order to access the site:

1. Name (*As it appears on your membership card, unless your name has changed since you received your membership card*)
2. Membership Number

Note: If you do not know your membership number, you will be required to complete a membership verification form. Please allow 3-5 business days for processing.

If you are not financial for the current FY 2004-2005, your FY 2005-2006 dues must be received and processed by National Headquarters, before you can register.

II. Sorors must be financial for the fiscal year in which their conference occurs, before you receive your credentials packet.

III. The information shown below will be retrieved from your member record in the headquarters database and will appear on the registration form. Please review it carefully; if your member information has changed, select "Update your Membership Profile with the above information?", before you conclude the session to update your member record.

3. Address
4. Telephone Contact (*Day and Evening*)

5. Region
6. College (for Collegiates only)
7. Year of initiation
8. Name at initiation

IV. An e-mail address will be required for sending responses. You may use your chapter's e-mail address.

V. Emergency contact

9. Name
10. Telephone Contact (*Day and Evening*)

VI. Medical Information

11. Identify any medical condition that may require emergency treatment.
12. Indicate any disability that would require equipment and/or other needs to facilitate your participation at the Conference.
13. Indicate any dietary restrictions prescribed by your doctor. (NOTE: *Our capacity to furnish restricted meals is limited.*)

VII. Indicate if this is your first Regional Conference or indicate which of the last three Regional Conferences you attended ('03, '01, '99).

VIII. Member Status (check all that apply)

- ! National Executive Board
- ! Past National President
- ! National Committee Member
- ! Honorary Member
- ! Golden Life (PIF) (Indicates that you have completed/Paid-In-Full the Golden Life Pledge)
- ! Diamond Life (PIF) (Indicates that you have completed/paid-In-Full the Diamond Life Pledge)
- ! Senior ("Delta Dears" are 62 years of age and over)
- ! Hostess (Designation to those *sorors* who are financial members of the chapter(s)/or attend the college/university in the city where the Conference is being held.)
- ! Past National Officers/Regional Officers (*Indicate position and years in office.*)

IX. Conference Registration Fees (Indicate appropriate fee):

! Pre-registration Fees, <u>March 15, 2005 – April 22, 2005</u>		
Alumnae	\$	225
Collegiate	\$	165
Alumnae Hostess	\$	200
Collegiate Hostess	\$	165
Seniors (62 and over)	\$	200
On-Site registration fee for all sorors	\$	450

NOTE: The Registration Fees include costs for the Sisterhood Luncheon and the Closing Banquet.

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Conference registration closes on April 22, 2005.**

X. Special Event Subscription Tickets

Please indicate the number of tickets you would like to purchase for each event.

Collegiate Luncheon	\$	30.00 each
Social Action Luncheon	\$	40.00 each
Special Events (Greek Step Show etc.)	\$	30.00 each

NOTE: Tickets will be sold on-site based on availability.
Tickets must be purchased at the same time you register for the conference.
You cannot **not** log on and purchase tickets separately.

Tickets purchased on-site will be an additional \$10.00 per ticket for each event.

XI. For planning purposes please be prepared to provide:

Means of transportation: Airplane, automobile, bus, train, or charter group.

Airline you chose: Continental, Delta, USAir, Southwest, United, American, Northwest.

XII. Housing

The hotel link for hotel reservations is at the bottom of your Confirmation or Acknowledgment Letter.

Please note that with the exceptions listed below, when you click (Click Here) the reservation page will open. The exceptions are:

- **South Atlantic Region**

The Virginia Beach Housing Bureau online reservations page will appear. Enter your travel dates and click "Go". The next page will list the selected conference hotels. Select the hotel of your choice to complete your reservation.

- **Southern Region**

Marriott Fort Lauderdale Marina - Enter check in/out dates and the group code "DSTDSTA" for S/D and "DSTDSTB" for T/Q.

Renaissance Fort Lauderdale – Enter your check in/out dates and Group code "DELDELA" single; "DELDELB" double; "DELDELC" triple; "DELDELD" quad; "DELDELF" junior suite; "DELDELG" one-bedroom suites. Click "Find"

Embassy Suites Fort Lauderdale – Click on Reservations. Enter your check in/out dates and Group/Convention code "DST".

- **Southwest Region**

The Peabody Little Rock – At Group Reservations, enter group number “637815”. Click “Submit”, before entering your check in/out dates to access the Delta Room Block.

- **Eastern Region**

Hilton Pittsburgh – Click “Book a Room”

Omni William Penn Hotel – Hotel cannot provide a link; alternative is to complete and fax the Reservation Form or call 800-843-6664.

- **Farwest Region**

Hilton Los Angeles Universal City – Enter your check in/out date click “GO”. On the next page enter the Group/Convention code “DST”

XIII. REMINDERS... DON'T FORGET THE FOLLOWING:

1. Before you begin the registration session please read the *2005 Regional Conference Online Registration Information and Guidelines* and the *2005 Regional Conference Registration Checklist and Online Tips* thoroughly before you proceed.
2. Review the **Registration Summary Pages** to be sure that the information provided is accurate and complete. We recommend that you review the following for accuracy to avoid processing delays.

- Name
- Mailing Address
- Your name as it should appear on your badge
- Registration Fees
- Member type
- Special Event Subscription Ticket

You will be able to make corrections before you proceed to payment. **You will not be able to make corrections, after a form of payment has been selected.**

3. **Payment Information**

You may pay by ***credit card*** using the secured website or send a **cashiers check** or **money order** to the address provided on the website.

If you choose to pay by credit card, please

- **Review all the information entered carefully and thoroughly.**
- **Do not click the submit button/key more than once.**
- ***If you encounter an error, print the error page and contact the National Headquarters Help Desk, at the numbers provided.***

NOTE: WE DO NOT ACCEPT DISCOVER CARD

If you choose to pay by ***cashier's check, money order, or wire transfer***, your payment must be received within ten (10) days or your registration will not be processed.

If you encounter any problems, print the error page and contact the National Headquarters Help Desk at the numbers provided.

4. **Registration Confirmation**

Immediately upon completion, you will be able to print the **Registration Confirmation Page** for your records. This page is an acknowledgment of the transaction.

Your official confirmation will be mailed to you within 5-7 business days, if you use a **credit card**.

If you are sending a cashier's check, money order, or wire transfer, you will receive the official notice within 10-14 business days **after** the payment has been received.

You have the option to have your **Badge/Regional Conference Packet** sent to an **Alternate address**.

We thank you for using the Delta Online Registration System to register for 2005 Regional Conferences. We look forward to partnering with you to make them a success.