

**Delta Sigma Theta Sorority, Inc.**  
**A Service Sorority**  
**Grand Chapter**

**2005 REGIONAL CONFERENCE ONLINE REGISTRATION INFORMATION**  
**AND GUIDELINES**

1. All registration for the **2005 Regional Conferences will be ONLINE**. Individual sorors will be able to pre-register "anyplace and anytime" on any Web connection through a fully secured online system. Our National Website address is [www.deltasigmatheta.org](http://www.deltasigmatheta.org).
2. Registration will **open on March 15, 2005, 12:01 AM**. (Sorors will not be able to register before this date.)

Registration will **close April 22, 2005, 12:00 Midnight**.

3. Sorors must be financial for the fiscal year in which their conference occurs, through a local chapter or as a member-at-large, in order to register and attend the Regional Conference.
  - To register for the SOUTH ATLANTIC, CENTRAL, AND SOUTHERN Regional Conferences, dues for fiscal year 2004-2005 (July 1, 2004 – June 30, 2005) must be paid.
  - To register for the MIDWEST, SOUTHWEST, EASTERN, AND FARWEST Regional Conferences, dues for fiscal year 2005-2006 (July 1, 2005 – June 30, 2006) must be paid.

**Dues for fiscal year 2005-2006 are due and payable January 1 – March 31, 2005.**

**As a quality control measure, the National Headquarters Staff will verify the financial status of registrants, before the conference packets are mailed.**

4. Sorors will need the following information to access the secured website:

**Name** (as it appears on your membership card, unless your name has changed since you received your membership card) and **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.

5. Once you have gained access you will need to enter the information provided on the Checklist.

**6. CONFERENCE REGISTRATION FEES**

**Registration (Opens March 15, 2005)**

## Delegate Categories

Alumnae	\$ 225
Collegiate	\$ 165
Alumnae Hostess	\$ 200
Collegiate Hostess	\$ 165
Seniors (62 and over)	\$ 200

*(Registration closes April 22, 2005)*

## On-Site Registration *(Applicable April 23, 2005 and through the Conference Dates\*)*

\$ 450 for *all* Delegate Categories

\*Note on-site registration will open at the Conference site. See the agenda for the date and time.

## 7. SPECIAL EVENT SUBSCRIPTION TICKETS

Sorors may also purchase tickets for all subscription activities when they pre-register. These activities are:

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

Tickets for all subscription events/special activities are **non-refundable**.

Tickets **must** be purchased at the same time you register for the conference. You will not be able to *logon* and purchase tickets only.

***Tickets will be sold on-site based on availability. Tickets will cost an additional \$10 per ticket, per function.***

## 8. PAYMENT

Sorors may pay their registration by credit card, via our **secured Webserver online**, cashiers check (**no personal checks**), money order, or wire transfer.

***Your registration will not be processed until the payment has been received.***

### **a. Credit Card Payments:**

***Sorors paying by credit card do not click the submit button more than once. If you click the submit button multiple times, your credit card is subject to multiple charges. If you encounter an error, print the error page and contact the National Headquarters Help Desk.***

Sorors paying by credit card will receive a **confirmation number**.

**This confirmation number will allow you to make housing reservations.**

- b. **Cashier's Check and Money Order Payments:** Sorors paying by cashier's check or money order will receive an **acknowledgment number**. Print your acknowledgment receipt and send a copy along with your payment to:

**Delta Sigma Theta Sorority, Inc.  
P.O. Box 96181  
Washington, D.C. 20090-6181**

- c. **Wire Transfer Payments:** Sorors paying by wire transfer will receive an **acknowledgment number**. Print your acknowledgment receipt. Complete the wire transfer form and take to your respective bank for transaction. Mail a copy of your completed wire transfer form and acknowledgment receipt to:

**Delta Sigma Theta Sorority, Inc.  
Attn: Finance Dept.  
1707 New Hampshire Avenue, NW  
Washington, DC 20009**

Your payment must be received within (10) ten business days to hold your reservation and the tickets purchased.

*[Click here for wire transfer form](#)*

## 9. **CONFIRMATION**

For sorors registering with a credit card, an official confirmation will be e-mailed within five (5) to seven (7) business days of submission. **An e-mail address must be provided.**

For sorors registering and paying by cashier's check, money order, or wire transfer, an official confirmation will be mailed within 10-14 business days, after receipt of your payment.

**The Regional Conference packet which includes your badge and the tickets purchased for subscription events and a Registration Confirmation Card will be mailed to each financial member two (2) to four (4) weeks prior to your Conference date.**

If you are **financial** and have not received this material two weeks prior to your Conference date, please notify the Registrar at National Headquarters.

## 10. **Incomplete/incorrect registrations will not be processed and will be returned.**

## 11. **TRANSFER OF REGISTRATION**

Conference registration transfers *will* **ONLY** be accepted/completed/processed on-site at each regional conference.

Conference registration may be transferred ***in full*** from one Delta to another provided the transferee is financial for the fiscal year in which the conference is held.

In order to transfer a registration, the Delta to whom registration is being transferred must present the Registration Confirmation Card, Conference Badge, proper identification and a letter signed by the soror whose fees are being used.

This letter must clearly state that the bearer has authorization for the transfer of conference registration.

## 12. CANCELLATION POLICY

A **portion** of the Registration Fees paid in advance is refundable upon the receipt of a written notification to National Headquarters.

Registration fees paid in advance are refundable less a 20% administrative fee, if written notice is received and postmarked **30 days or more in advance** of the Conference.

Those written requests received and postmarked **less than 30 days in advance, up to and including the last day of the Conference** will be honored less 40%.

Any written requests received and postmarked **after the Conference will not be honored.**

The cost for tickets for subscription events/special activities is **not refundable**.

Checks will be issued, approximately 90 days, after the entire Conference Cycle is complete.

## 13. ON-SITE REGISTRATION PROCEDURES AND FINANCIAL TRANSACTIONS

Please be advised that to insure that we have adequate materials for those sorors who pre-register,

THE ON-SITE REGISTRATION DESK/COUNTER WILL OPEN AT  
2:00 PM, ON THURSDAY, AT EACH CONFERENCE.

The Registration desk for TRANSFERS/ADJUSTMENTS will also open at 2:00 PM, on Thursday, at each conference.

The Voting and Alternate Delegate must present the Delegate Certification Form properly completed with signatures.

Financial sorors, who are not the voting and alternate delegate, and who pay the registration fee may attend the conference as a non-voting delegate and participate in all the activities, *except voting*.

The confirmation card must be presented to receive a badge holder, conference bag and other materials.

Annual Dues/Grand Chapter dues are not accepted at the conference site.

14. Any financial soror who pays the registration fee will be able to register for more than one conference.

## 15. Online Registration Help Desk

If you experience problems while you are attempting to register, *please print the respective error page(s), keep them for reference and contact us.* You may contact us via:

- Email your inquiry to [conferenceservices@deltasigmatheta.org](mailto:conferenceservices@deltasigmatheta.org). *Expect to receive a response within three (3) – five (5) business days. If you choose this option, email the error page(s) referenced above, or,*
- Call 202-986-2400, ext 567, 553, 563, 392, or 393.

The hours of operation for registration assistance are 8:30 am- 5:30 pm EST, Monday - Friday.

- March 15 - March 22, 2005, the hours of operation will be extended to 7:00 pm EST.
- April 18- April 22, 2005, the hours of operation will be extended to 7:00 pm EST.

## 16. HOUSING

Once you have registered for the conference you will be able to link to the hotel for housing.

Rooms have been blocked for our group in area hotels. Refer to the hotel link for the details.

You must be registered for the Conference in order to secure hotel accommodations.

You will need your confirmation number or acknowledgment number in order to secure hotel accommodations in the Delta room blocks.

Reservations will be processed on a first come, first served basis.

A deposit for the first night's lodging will be required. Major credit cards (Master Card, Visa, American Express, Discover and Diners Club) are accepted as well as checks.

Your hotel and room selection will be confirmed before you end the session online.

Read all the hotel information carefully, as it will vary. Pay particular attention to cut-off dates for reservations, refunds of deposits, and changes and cancellations.

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"

See the 2005 Regional Conference Hotel Schedule for hotel detail information.