



2011 ASCE National Concrete Canoe Competition Registration Form - Instructions



PLEASE READ ALL INSTRUCTIONS!

These instructions outline the process for completing the Registration Form. All event registrants will use the same Registration Form as follows:

- a. **Students and faculty from a qualifying team:** Please submit a single Registration Form with payment as indicated below.
- b. **Students and faculty from non-qualifying universities:** Please submit only one Registration Form with payment but simply omit Sections B and C.
- c. **Family members or other supporters of a qualifying team:** You may submit separate Registration Forms or register with your university depending on how payment will be handled. In the Registration Form, you will be able to select a banquet-only option to attend the awards ceremony on June 18th.
- d. **Other spectators:** Product display, oral presentations, and races are open to the public and do not require registration. However, you have the option to purchase a competition meal package only.

ONLY ONE PAYMENT PER REGISTRATION FORM WILL BE ACCEPTED!

A. Contact Information

Section A consists of university, faculty advisor, and team contact information. Please fill in all fields. Please indicate ("Yes" or "No") if the registration form is for a qualifying university team. This information will be used should we need to contact you before or during the competition.

B. Background Information

Section B consists of canoe background and spokesperson contact information. Please fill in all fields. This information will be used for the program and for publicity purposes.

C. Official Team Members

Section C consists of official team member and faculty advisor information. There is a registration rate of \$240 per person for both faculty advisors and students. This price includes the competition fee, lodging for the nights of June 15th-18th, and all meals listed in the competition schedule (including the meal during the Social Event and the Awards Banquet). The cost of five official team members will be covered by ASCE and will be reflected in the final registration cost. Students are strongly encouraged to utilize campus housing for the competition. Faculty advisors may choose to utilize campus housing or find

alternate housing off campus; if you choose to find alternate housing (students or faculty), the cost of housing will **NOT** be deducted from the registration rate. Lodging for faculty only has been blocked-off at a nearby hotel. Please contact Dr. Mark Valenzuela (see below for contact information) to reserve rooms.

Enter “Yes” in the column pertaining to “*Lodging, Registration, Meal Package*” for all listed team members and faculty.

D. Spectators

All additional students, faculty, family members, and other spectators should be listed in Section D. Students are encouraged to utilize campus housing. Faculty members may utilize campus housing as well. But, family members and other spectators may request dorm housing but cannot be guaranteed as preference is given for students and faculty. Faculty may utilize the blocked-off rooms mentioned in Section C, but family members and other spectators must reserve their own lodging. Do this as soon as possible because another large convention is taking place in Evansville the same weekend.

Enter “Yes” in the column pertaining to “*Lodging, Registration, Meal Package*” for all students and faculty attending the entire competition.

If you would like to utilize the meals provided throughout the competition (but no campus housing or t-shirts), enter “Yes” in the column pertaining to “*I Would Like the Competition Meal Package*” only. This includes the meal for the social event and Awards Banquet.

Students, faculty, family members, and other spectators wishing to register ONLY for the banquet should enter “Yes” in the “*Banquet Only*” column. Choose “No” for the “*Lodging, Registration, Meal Package*” and “*I Would Like the Competition Meal Package*” columns.

E. Payment Information

Section E shows the entire registration cost for your school. Payment should be made upon submittal of the registration form.

F. Payment Method

Section F is the method of payment. From the drop down menu choose the payment type (check or credit card). Checks may be written to “University of Evansville.” Be sure to fill out the billing address for both options. Receipts can be requested by contacting Dr. Mark Valenzuela.

G. Transportation

Section G is the number of vehicles the university or other spectator is bringing to campus. Please include the number of passenger vehicles (cars, vans, etc.), the number of vehicles that can transport more than 20 passengers (buses), and the form of canoe transportation you will be bringing (truck/trailer or box truck) to the campus. Adequate parking will be provided for family members and other spectators as well.

If you wish to fly to Evansville and rent a vehicle upon arrival or you plan on shipping a canoe to the University of Evansville, please contact Dr. Mark Valenzuela for suggestions.

H. Room Assignments

Section H is the room assignments for students. Please assign two students of the same gender per room, and then indicate the gender of each room to the right. Faculty members may choose single occupancy. Dormitories will be coed with same-gender floors. We will group students and faculty of the same university as close as possible.

I. Submittal

Please submit the completed Registration Form as an email attachment to 2011nccc@gmail.com. Please put your school's name in the subject line of your email. If you are submitting a check, please mail your check to:

Dr. Mark Valenzuela
University of Evansville
1800 Lincoln Avenue
Evansville, IN 47722

You may also fax the completed form to 812.488.2780 ATTN: Dr. Mark Valenzuela

J. Deadline

To help us in planning for your arrival, we ask that you please submit your completed Registration Form by Friday, May 13th.

We cannot guarantee t-shirts, meals, and campus housing for registrations received after the deadline!

Should you have any further questions, please contact one of the following committee members:

Dr. Mark Valenzuela
Faculty Advisor
mv23@evansville.edu
812-488-2590

Mark Riehle
Competition Co-chair
mr129@evansville.edu

Jamin Heldt
Competition Co-chair
jh370@evansville.edu