

FALL 2010 EVENTS REGISTRATION FORM

The 27th Annual Peer Leadership Conference (November 11, 2010, Augusta Civic Center) and the Maine Anti-Tobacco Youth Summit (November 12, 2010, Augusta Civic Center) are two separate events, but you can **use this form to register people for either event or for both events.**

Important Note about Hotel Accommodations: This year groups are responsible for arranging/booking their own accommodations if they choose to stay overnight on November 10th or 11th. Costs for overnight stay on November 10th are separate from event registration, and groups are responsible for these costs directly. Groups that choose to stay overnight at an approved hotel on November 11th, and are registered to attend the Summit, and book their accommodations by the deadline will have their hotel costs covered by MYAN. **Please see the www.myan.org/conference or www.myan.org/summit to download the Lodging Information Sheet with full details** about hotel accommodation options, rates, and booking responsibilities for both nights.

REGISTERING YOUR GROUP

1. BY OCTOBER 20th:

- a. **Submit your group's registration form** (pages 2-3 of this document). **Note: The events have limited capacity & may fill quickly.** We may reach capacity before the registration deadline, in which case we will keep a waiting list. You may return your form:

- i. by **FAX** to 553-5927 or

- ii. **MAIL** to MYAN, 510 Cumberland Ave., Portland, ME 04101.

- b. **Notify MYAN of any accessibility needs, including requests for ASL interpreters.** MYAN is committed to making this event fully accessible. The Augusta Civic Center is wheelchair accessible, but all other accommodations require advance arrangements.

- ### 2. Receive confirmation.
- You will receive confirmation of your group's acceptance to the event(s) within 5 business days along with more details about the event(s). **If you do not receive confirmation within 5 days**, it means we did not receive your registration. Please call Molly at MYAN at 553-5920.

- ### 3. Pay in full by October 28th
- (Peer Leadership Conference only). Checks should be made out to PROP/MYAN and returned by mail to the address above. To pay by credit card, download a credit card form from www.myan.org/conference and return it by fax or mail to the contact information above. Call Molly with questions about payment.

AFTER YOU REGISTER

- **Collect signed permission slips. Permission slips are not due until you arrive at the event.** You will receive a permission slip with your confirmation letter after you register, or may download one at www.myan.org/conference or www.myan.org/summit. Each youth participant is required to submit a permission slip in order to participate.

- ★ **YOU MAY NOT SUBSTITUTE YOUR OWN SCHOOL/GROUP PERMISSION SLIP!**

- **Notify MYAN of any changes or cancellations and review these cancellations policies:**

- ★ **Conference:** Please notify MYAN of substitutions or changes as soon as possible. After October 28th cancellations are non-refundable. You may still substitute names after this date and are encouraged to notify MYAN of changes.

- ★ **Summit:** This event is free for participants, but after October 28th MYAN is committed for certain costs. This year we will not charge any cancellation fees, but we greatly appreciate your efforts to notify us of cancellations before this date when possible, or to fill cancelled spots with other students. While we know some last minute cancellations cannot be avoided, your efforts to make substitutions whenever possible will help us avoid charging cancellation or event fees in the future. Please notify MYAN of cancellations or substitutions ASAP.

Questions? Changes? Accessibility Needs?

Please contact Molly O'Connell at
MYAN at 207-553-5920 or
moconnell@propeople.org.

FALL 2010 EVENTS REGISTRATION FORM

STEP ONE: PRIMARY CONTACT

Primary Contact Name (Primary Adult Advisor)					
Organization (if applicable)					
School Name (if applicable)					
Group Name (if applicable)					
Are you connected to a Healthy Maine Partnership (HMP)?		Y	N	If yes, which one?	
Email Address			Phone		
Address			City, State, Zip		

STEP TWO: ATTENDEES. Please register **ALL** attendees below including the primary contact listed above. You may register up to 15 people for each event, including both youth & adults. Place an X in the column for the event(s) that each person will attend. You may register people from different orgs/schools/groups together on this same form, but indicate where each individual is from if different than the primary contact. This information helps us understand & report on which groups are engaged in the events.

	Name	A, HS, MS*	Organization and/or School (only if different than above)	Group Name (only if different than above)	PLC** Nov. 11th	ATS** Nov. 12th
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
Initial Cost (Peer Leadership Conference Attendees Only) = Number PLC Attendees x \$80 per attendee					\$	N/A
Any Discounts for Presenting or Volunteering (must be confirmed with MYAN staff) OR any Pre-Payments made in summer 2010 OR any Credits with MYAN					\$	N/A
FINAL TOTAL (Initial Cost – Any Discounts/Pre-Payments/Credits)					\$	N/A
Name of Organization Paying <i>If more than one, please list org names and amounts for each org</i>						

* A = Adult, HS = Grades 9-12, MS = Grades 7-8

** PLC = Peer Leadership Conference, ATS = Anti-Tobacco Summit

FALL 2010 EVENTS REGISTRATION FORM

STEP THREE: WORKSHOPS

In an effort to provide you with the opportunity to make workshop selection decisions together as a group as well as to simplify the registration process for you, we are not asking you to sign up for workshops ahead of time. Workshop selection will begin at 8:15am the morning of both events. Groups will receive a range of workshop "tickets" for each workshop session to review/divide up. will also have the opportunity to trade for other workshops through a trading table area. (Groups that arrive after 8:15am will have limited time for this process.) To help us assign your group workshop tickets, please answer the following questions.

- For the event(s) your group is attending, please check or X all of the topics/categories in each workshop session that apply to your group's interest(s), focus area(s) or needs for skill-building. There will be more workshops than there are categories listed, as there are often several workshops on different aspects of a topic within one workshop session.

Peer Leadership Conference (November 11 th)		
Session One: Work Together <input type="checkbox"/> Group development (starting a group, teambuilding, running meetings, etc.) <input type="checkbox"/> Collaboration & Communication <input type="checkbox"/> Event Planning <input type="checkbox"/> Leadership styles & skills <input type="checkbox"/> Creating safe spaces (GLBTQ, dating violence, bullying, etc.) <input type="checkbox"/> Fundraising	Session Two: Be Healthy <input type="checkbox"/> Substance abuse prevention <input type="checkbox"/> Anti-tobacco <input type="checkbox"/> Physical activity <input type="checkbox"/> Nutrition <input type="checkbox"/> Healthy relationships/sexual health <input type="checkbox"/> Mental health (including suicide prevention, eating disorders) <input type="checkbox"/> Environment/environmental health	Session Three: Create Change <input type="checkbox"/> Facilitation/Presentation/Public Speaking skills <input type="checkbox"/> Advocacy Skills <input type="checkbox"/> Action Planning/Goal Setting <input type="checkbox"/> Service Learning <input type="checkbox"/> Evaluation & Community Assessment <input type="checkbox"/> Working with the Press/Social Media <input type="checkbox"/> Media Literacy <input type="checkbox"/> GLBTQ advocacy
Anti-Tobacco Summit (November 12 th)		
Since we will offer workshops on a range of anti-tobacco, advocacy and leadership topics in each workshop session at the Summit, please indicate your interests for the event overall.		
<input type="checkbox"/> Secondhand smoke <input type="checkbox"/> Leadership Skills <input type="checkbox"/> Big Tobacco <input type="checkbox"/> Advocacy/Activism Skills	<input type="checkbox"/> Tobacco Marketing <input type="checkbox"/> Action Planning <input type="checkbox"/> Tobacco & Minority Populations <input type="checkbox"/> Evaluation & Community Assessment	

- In the space below, please tell us what your group is most hoping to gain from the event(s). What information/skill are you most hoping for your group to gain, and/or what goal are you hoping to accomplish after the event that you want to prepare to take on?

Peer Leadership Conference:	Anti-Tobacco Summit:
-----------------------------	----------------------