



2019 CTE Summer Conference Information and Registration Process

Registration dates:

- Registration opens on Sunday, April 1, 2019
- Schedules will be available on Monday, May 6, 2019
- The School Counseling and Prevention Conference will close on May 17. There is no onsite registration.
- All other CTE Conferences will close Friday, May 31, 2019. There is no onsite registration.

Online registration URL <https://schools.utah.gov/cte/resources/summerconference>

- Each conference's registration link is found on the main CTE Summer Conference page. You will need to register for each conference you want to attend.
- Registration will be available online only. There is no onsite registration.

Registration fee:

- There are several conferences this year that will not require a registration fee, but registration is still required to attend.
- One day conferences are \$25 (plus processing fee) for registrations received on or before Sunday, May 5, 2019 or \$35 (plus processing fee) after May 6, 2018.
- Two day conferences are \$45 (plus processing fee) for registrations received on or before Sunday, May 5, 2019 or \$55 (plus processing fee) for registrations received after May 6, 2018.
- Registration closes on Friday, May 31, 2019.
- There will be no onsite registration.

USBE Conference and Eventbrite/Sched questions please email or call:

- CTEsommerconference@schools.utah.gov
- Andrea Curtin (801)538-7865
- Sarah Grisenti (801)538-7854



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Registration Process

1. Go to <https://schools.utah.gov/cte/resources/summerconference> Click on the registration link listed below each conference.
2. Select the number of attendees registering and input the information for each registrant (all registrants must have a unique email address and if registering multiple people, you will have to be able to answer **all** the questions on the order form).
3. Registration Fees and Deadlines:
 - There are several conferences this year that will not require a registration fee, but registration is still required to attend.
 - One-day conferences are \$25 (plus processing fee) for registrations received on or before Sunday, May 5, 2019 or \$35 (plus processing fee) after May 6, 2018.
 - Two-day conferences are \$45 (plus processing fee) for registrations received on or before Sunday, May 5, 2019 or \$55 (plus processing fee) for registrations received after May 6, 2018.
 - Registration closes on Friday, May 31, 2019 for all CTE Conferences.
 - The School Counseling and Prevention Conference will close on May 17.
 - **There will be no onsite registration.**
4. Go through the payment process. Acceptable methods of payment:
 - Credit Card
 - Electronic Check (payable to the Utah State Board of Education)
 - District/Charter/Institution Purchase Order Number. In Eventbrite this form of payment will be listed as "pay by invoice". **This option is only available in districts that have provided an approved PO number.** You will need to enter the PO number during registration in the order form.
5. Once registration is complete a **receipt will be emailed by Eventbrite** to each registrant. (If the registrants don't receive an email they are not registered or input their email incorrectly.)
6. A schedule for each conference will be posted online on May 6, 2019. Registered attendees will automatically receive an email notification when this occurs.
7. If help or assistance is needed at any point during the registration process, please email ctesummerconference@schools.utah.gov or call 801-538-7854.