



Registration Information

Contact us

Please contact us at registration@swe.org with any registration questions or concerns you may have.

Services

Information about local restaurants, entertainment, health stores, drugstores, grocery stores, clothing stores, and churches will be available at the SWE concierge desk on site.

Volunteers

Volunteers are critical for a successful Conference. Approximately 150 volunteers are needed – at least two for each event. Volunteer positions include accompanying tours, assisting speakers, registration, collecting tickets, and much more. An additional 50 volunteers will be needed for Explore Engineering. If you are interested, please indicate on our website (www.swe2003.org) or fill in information on the registration form.

Program Changes

All information printed in the 2003 SWE National Conference Preliminary Program is subject to change. Registered attendees will be notified of any cancelled paid events as soon as possible. Program changes will be announced on the web site.

Methods of Payment

- (1) On-line: Credit card payment (American Express, Discover, MasterCard or Visa) via www.swe.org
- (2) Fax: Send credit card payments to (312) 596-5252
- (3) Mail: Send check payable to SWE (US funds only), or credit card payment to:
2003 SWE Registration Office
Dept. 20-1082
P.O. Box 5940
Carol Stream, IL 60197-5940

Registration confirmation will be mailed; however, all badges and tickets must be picked up at the SWE Registration Desk on-site.

Note: Purchase orders are not accepted for registration fees.

Cancellation Policy

Refunds will be issued for written cancellations only (fax and email are accepted) received at the SWE Registration Office no later than Monday, September 22, 2003. Telephone cancellations are not accepted. Refunds for registrations are limited to registration fees only. Ticketed events such as tours, seminars, and special events are NON-REFUNDABLE unless SWE cancels the events. Refunds are granted to the original payee only via the method paid, and will be issued no later than 45 days following the end of the Conference.

Questions and Cancellation Notification

Please address all cancellations to:

2003 SWE Registration Office Phone: 312-596-5223
230 East Ohio, Suite 400 Fax: 312-596-5252
Chicago, IL 60611-3265 Email: registration@swe.org

Registration Deadline

In order to take advantage of early registration fees, register as soon as possible. The advance registration deadline for mail registration is POSTMARKED or completed on-line by July 31, 2003. Pre-registration and on-line registration will close on September 22, 2003. If you have not registered by this date, please take your registration with you to be processed on-site. Attendance at some events may be limited. Tickets will be issued in the order that registrations are received.

On-Site Registration Hours

Tuesday	October 7	5:00pm – 8:00pm
Wednesday	October 8	7:00am – 7:00pm
Thursday	October 9	7:00am – 6:00pm
Friday	October 10	7:00am – 6:00pm
Saturday	October 11	7:00am – 1:00pm

Ticket Resale Information

For your convenience, the SWE concierge desk will support a ticket exchange program at which members can swap, sell, or donate tickets with each other.

Guests

Spouses/significant others and family members of Conference attendees may register as Guests and participate in Conference non-ticketed events. Guests may participate in ticketed events by purchasing tickets for each event per instructions below. On-site registration of ticketed events is subject to availability. Guests may not be SWE members.

Health & Fitness

Aerobics will be provided on the mornings of Thursday through Saturday from 6:00 – 7:00am.

Child Care

Childcare will be available at the hotel during the Conference, Wednesday through Saturday, Oct. 8-11, 2003. The hours of operation will be 8:00am to 5:00pm and are estimated at \$40/per day per child. Extended hours are available as required from 6pm to 10pm for a rate of approximately \$8/hour per child. Advance reservations are encouraged, so please check the website www.swe2003.org for upcoming details and registration instructions for childcare during the Conference.

Children

Children 12 and Over

Children 12 and over may register as Guests to attend non-ticketed events, or may purchase student tickets to attend ticketed events. They may enter the Career Fair and Technical Exhibits if accompanied by a parent or guardian.

Children Under 12

Children under 12 are not required to register to attend non-ticketed events, but must purchase student tickets for ticketed events. They are not permitted on the Exhibit Hall floor at any time during set-up, exhibit hours, or tear-down.

Children who are participating in a Conference outreach program will be permitted into the Exhibit Hall under the direction and supervision of the program leaders. There may be tour restrictions and some exceptions may apply for children under 5. Please call the SWE Conference Office at (800) 892-2858 for any specific questions or concerns regarding children's fees for the Conference events. Childcare as noted above will be available for attendee and exhibitor convenience.

Disabilities, Special Accommodations, and Special Meals

All participants needing special accommodations due to a disability should check the appropriate box on the registration form so that any required assistance can be provided. Any special requests should also be addressed to the SWE Conference office at (800)892-2858, by fax to (630)271-8234, or by e-mail to jelipani@showmgmtservices.com

For a special meal requirement, please check the box provided on the registration form. If additional information is required, send to jelipani@showmgmtservices.com, or fax to (630) 271-8234.



Registration Form continued

Technical Tours

See complete descriptions under "Tours." Indicate quantity for each tour.

_____ Marshall Space Flight Ctr /Boeing Facility	Wed	\$ 40 (TWMS)
_____ Honda Manufacturing of Alabama	Thur	\$ 25 (TTHM)
Employees of competitive Auto Manufacturers must pre-register and identify their job title and responsibilities here and are subject to approval by Plant personnel.		
Title/Responsibilities: _____		
_____ Miller Steam Plant	Thur	\$ 25 (TTMS)
_____ Vulcan Materials – Dolcito Plant	Thur	\$ 25 (TTVM)
_____ Univ. of AL Transportation Technology Tour	Thur	\$ 20 (TTUA)
_____ Mercedes Benz	Fri	\$ 25 (TFMB)
_____ Southern Company Power Systems Development Facility	Fri	\$ 25 (TFSC)
_____ Vulcan Park Construction Tour	Fri	\$ 15 (TFVP)

Subtotal Technical Tours\$ _____

Local Interest Tours

See complete descriptions under "Tours." Indicate quantity for each tour.

_____ US Space & Rocket Center	Wed	\$ 40 (LWSR)
_____ DeSoto Caverns	Wed	\$ 40 (LWDC)
_____ Sloss Furnace	Wed	\$ 35 (LWSL)
_____ Bud's Best Cookies	Wed	\$ 20 (LTBL)
_____ Cahaba Pumping Station	Wed	\$ 15 (LWCP)
_____ Botanical Gardens (AM)	Thur	\$ 15 (LTAG)
_____ Birmingham Zoo (AM)	Thur	\$ 20 (LTAZ)
_____ Golf Tournament	Thur	\$100 (LTGT)
_____ Golf Clinic & Short Course	Thur	\$ 75 (LTGC)
_____ Botanical Gardens (PM)	Thur	\$ 15 (LTPG)
_____ Birmingham Zoo (PM)	Thur	\$ 20 (LTPZ)
_____ Botanical Gardens (AM) & Birmingham Zoo (PM)	Thur	\$ 25 (LTPZG)
_____ Birmingham Zoo (AM) & Botanical Gardens (PM)	Thur	\$ 25 (LTAZG)
_____ Talladega SuperSpeedway Int'l	Fri	\$ 30 (LFTS)
_____ Motor Sports Hall of Fame/Museum		
_____ Southern Living	Fri	\$ 15 (LFSL)
_____ Sloss Furnace	Fri	\$ 35 (LFSS)
_____ Civil Rights Museum, 16th Street Baptist Church, Kelly Ingram Park	Fri	\$ 20 (LFCR)
_____ Cahaba River Canoeing & Kayaking	Sat	\$ 50 (LSCR)
_____ Freshwater Aquarium in Chattanooga	Sat(adults)	\$ 65 (LSFA)
	Sat(ages 3-12)	\$ 55 (LSFC)
_____ US Space & Rocket Center	Sat	\$ 40 (LSSR)
_____ Arlington Antebellum Home & Garden	Sat	\$ 25 (LSAA)

Subtotal Local Interest Tours\$ _____

Membership Renewal

Forget to renew your dues for 2004? You can renew with your conference registration.

- Professional Members\$100
- Students\$ 20
- Retired/Unemployed/Recent Grad. (24 mos.)\$ 50

Subtotal Membership\$ _____

Fee Summary

Registration Fees\$ _____	Subtotals
Daily/Other Registration Fees\$ _____	
Event Tickets\$ _____	
Career Enhancement Series\$ _____	
Technical Tours\$ _____	
Local Interest Tours\$ _____	
Membership Renewal\$ _____	
Grand Total\$ _____	

Payment Method

Check No. _____ Check made payable to SWE. (US funds only)

- American Express
- Discover
- MasterCard
- Visa

Card Number _____ Expiration Date _____

Name as is appears on card _____

Cardholder's signature _____

Event Planning Information

- Disability, Special Accommodations or Special Needs?

Specify: _____

Special Meal Requirements

Special meal requests cannot be guaranteed for non-ticketed events. Every effort will be made to accommodate special requests for ticketed events. Special requests must be pre-registered. Indicate special needs below.

- _____ Vegetarian (SMRV)
- _____ Kosher (SMRK)
- _____ Wheat-free (SMRW)
- _____ Dairy-free (SMRD)
- _____ Gluten-free (SMRG)
- _____ Nut or other allergy (SMRN)

Event Planning

To help us efficiently plan for meals, please indicate which events you, and guest(s) if any, plan to attend:

- Wednesday, Taste of Birmingham (FEWT)
- Thursday, Keynote Breakfast (FETB)
- Thursday, Career Fair Lunch (FECF)
- Friday, Keynote Breakfast (FEFB)
- Friday, Exhibit Hall Lunch (FEEH)
- Saturday, Keynote Breakfast (FESB)
- Saturday, Student Leader Lunch (FESL) (Students, SWE Counselors and SWE Faculty Advisors only)

Academic Forum

- I am interested in participating in the Academic Forum, Friday, 12:00 – 3:00 pm. (FEAF)

Preference for Academic Forum seating will be given to women in academia, SWE Counselors and Faculty Advisors.

Volunteer Sign-up

To volunteer at the conference, you must be a registered attendee.

- I am interested in volunteering for _____ (VS)

Return completed form with payment to:

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P.O. Box 5940
Carol Stream, IL 60197-5940

Or fax to:

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Or on-line at

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