

Undergraduate Business School
Leadership Conference

UBSLC 2012

Registration Guide Contents

Attached you will find instructions, materials, and information pertaining to registering to attend the Undergraduate Business School Leadership Conference. Appendix A and B of this guide outline the suggested registration processes for choosing students to attend the conference.

All information in blue pertains to students traveling from outside of the United States. To help offset the high international travel costs are high, the conference will provide a hotel room free of charge and waive the registration fee for students traveling from outside the United States. If you have any questions please contact UBSLC@bus.emory.edu .

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School Registration Timeline

Week of October 11 th	Goizueta students email peers about the conference (this may or may not affect your school)
Week of October 24 th	Schools identify students they would like to send to the conference or begin to advertise for interested students.
5PM Friday, November 18 th	Administration confirms selected students who want to attend the 2012 UBSLC or deadline to apply to attend UBSLC 2012 (@5pm)
Week of November 21 st	School administrators contact registers, book hotel rooms and book plane tickets for conference participants <ul style="list-style-type: none">• Participant resumes and headshots are emailed to UBSLC@bus.emory.edu
Post Registration	UBSLC committee will be contacting each participant to gather “Additional Registration Information.” Please refer to the attachment for details.
Monday, November 28th	All resumes due to Joyce Juang for conference recruiting
December 2 nd 2011	Late registration begins—registration fee increases to \$150

Participant Registration Instructions

All participants need to pay and register as soon as possible. Please contact your UBSLC Committee contact if you have any issues with payment or registration through the UBSLC website.

Please Note: the registration form needs to be filled out for each student participant.

For students traveling from outside the United States, please copy and paste “Step 3” into an email and send it to UBSLC@bus.emory.edu . The registration process below will require you to pay the registration fee of \$150.

- Step 1: Go to <http://www.goizueta.emory.edu/UBSLC/>
Step 2: On the menu located on the left side of the screen click on “Application” (this will appear as a pop-up window)
Step 3: Fill out the form for the conference attendees

***To register in advance without student names please type N/A in all “Student Information” fields and completely fill out the school information

Participant Information

First Name*:

Last Name*:

**As you would like it to appear on all conference materials (name tag, conference participant booklet, etc)

Legal Name (if different from above):

Email Address (for all conference communication):

Cell Phone Number:

Major(s):

Minor(s):

Year (junior, senior):

T-shirt Size (unisex):

School Information

University:

Business School (if applicable):

Administrator contact name:

Administrator contact phone:

Administrator contact email:

- Step 4: Enter credit card information or promotional code for international students

- Step 5: Click “Submit”

Other Notes: If you have a change in participants, please contact the UBSLC Committee contact for your school.

Hotel Booking Information

To help offset the travel costs of international travel hotel, rooms will be provided free of charge for any students traveling from outside of the United States. Once you submit your flight schedule the registration staff will book your hotel room. Each room will be have two double beds and will be occupied by two people. If you have any questions please contact UBSLC@bus.emory.edu .

All conference participants should stay at the Emory Inn (1641 Clifton Road, Atlanta, GA 30329). We have negotiated the special conference price of \$76 per night. **All Reservation must be made by December 18th, 2011.** Please follow the below directions for booking rooms at the Emory Inn.

- Step 1: Contact Emory Inn Reservations directly at (404) 712-6565 or at 1-800-933-6679.
- Step 2: Ask to book a room in the group block for RO: USBLC- Undergraduate Business School Leadership Conference.
- Step 3: Book a room for the nights of *Thursday, February 9th to Saturday, February 11th*, 2012 (longer if necessary for travel arrangements). Check out will be on Sunday.
(NOTE: Date for USBLC 2012 is subject to change. Please book hotel and flight after official dates are updated.)
- Step 4: Ask them to list each student participant's name in the room. (If two students are sharing a room, have them list both on the reservation)
- Step 5: Have your credit card ready for payment.

Airline Booking and Arrival Information

(NOTE: Date for UBSLC 2012 is subject to change. Please book hotel and flight after official dates are updated.)

ARRIVAL

When booking airline or other travel arrangement please keep the following information in mind:

- **We suggest all international students arrive on Thursday, February 9th morning. This assures they arrive in time for the beginning of the conference. We will have a dinner for internationals (not paid for by the conference) on Wednesday, February 8th night for all international participants already in Atlanta. We will also provide transportation to the Emory Inn free of charge for any students traveling from outside the United States that arrive on February 8th.**
- **All participants' flight arrival time must be no later than 12:30pm on Thursday, February 9th** (students not arriving via airplane should plan to be at the Emory Inn no later than 1pm)

TRANSPORTATION

- We will have free shuttles running from the airport (ATL) to the Emory Inn on Thursday, February 9th at 11am, 12noon, and 1pm
- We will have free shuttles running from the Emory Inn to the airport (ATL) on Sunday, February 12th at 8am, 10am, 11am, 12noon
- **Please send us copy of your flight itinerary as soon as possible.** This allows us to plan transportation and to determine final conference logistics. Please forward this information on to us as soon as you get it (UBSLC@bus.emory.edu).

BOOKING INFORMATION

We have secured a conference discount on AirTran Airways. This allows:

- 10% discount on AirTran Airways' fares.
- Priority advance seat assignments at time of purchase.
- Change fee waived once per reservation.
- Confirmed Business Class upgrades at time of ticketing for certain fare classes.

To take advantage of this saving please:

- Step 1: Contact AirTran Airways EventSavers Desk at 1-866-68-EVENT (1-866-683-8368)
- Step 2: Provide the Event Code **ATL020712** and the name of the event **EMORY UBSLC**
- Step 3: Book your flight (please see arrival and departure information above!)

Frequently Asked Questions

How many students can we send?

We ask that each school sends two (2) delegates. This allows each delegate to interact with top students from the widest variety of schools. In the past we have found that choosing to send one junior and one senior tends to provide the greatest return for each school. This combination allows the school to showcase its best students, while also allowing the students to make the greatest impact on their school.

How should our school choose the delegates?

In the past, the majority of the schools' administrators identified top student leaders who they would like to send to the conference to represent their schools. Some schools also may select an additional participant after interested students have identified themselves through an application process.

Does our school need to send a chaperone?

Due to space limitations we ask schools not to send chaperones.

Do our delegates have to stay at the Emory Inn?

We require that all attendees including delegates from Atlanta stay at the Emory Inn. One of the invaluable aspects of our conference is the opportunity for each delegate to build a social network with the most promising business professionals from the top universities. We observed from the previous conferences that staying at the Emory Inn enriched the participants' networking experience.

What is paid for and what will our delegates have to pay for?

- Registration fee = \$125 (\$150 after December 2nd)
Each student must pay a \$125 dollar registration fee through our website (this fee increases to \$150 after December 1, 2011).
- Hotel room = (\$228 + taxes etc.) / # students staying in the room
Assuming you arrive on February 9th, you will need hotel reservations for 3 nights (Feb 9th, 10th, and 11th). All conference participants must stay at the Emory Inn. We have a conference rate of **\$76 a night** for a room. The above cost is one room with two double beds which can accommodate a maximum of four people. This special rate expires on January 1st so please book your rooms early.
- Air Travel = \$?
We have a 10% discount if you use AirTran. Please see Airline Booking and Arrival Information for details
- Miscellaneous expenses = \$?
Miscellaneous expenses can include:
 - Cab fee from Airport to Emory Inn, if you are unable to make the shuttles we provide between 11am-1pm on Wednesday February 8th and between 8am-12noon on Thursday February 9th.
 - Any activities such as attending Atlanta bars or clubs after the conference events have ended for the day.

- Any meals in addition to the meals provided (meals provided include breakfast and lunch on Feb. 10th and 11th, and dinner on Feb 9th, 10th, and 11th).

Does each delegate have to attend every event?

Yes, all delegates are required to attend every conference event. Delegates should make appropriate travel arrangements to arrive in time for the conference registration (see travel arrangements for more information) and to depart Sunday.

What happens if a delegate is unable to attend at the last minute?

We understand that unanticipated situations do arise, which can prevent students from attending the conference. If a registered attendee cannot attend, we suggest your school's administration work to select another student to attend the conference. When this occurs please contact us as soon as possible by sending an email directly to Yuhwah_Juang@bus.emory.edu. On the occasion that another delegate is unable to replace the previous delegate space in the conference, we will only be able to refund the conference registration fee if Joyce (Yuhwah) Juang is notified in writing (Yuhwah_Juang@bus.emory.edu) by Monday, January 30th, 2012 at 12noon (EST).

What is the dress code?

On Thursday, February 9th, and Friday, February 10th, attendees should wear business attire (suits) for the daily conference session. On Saturday, February 11th, attendees can wear business casual attire. The dress code for dinner and other nightly events is also business casual. When packing, the conference attendees also should take into consideration that most participants go out after the daily conference events conclude.

Men

- Formal Business Wear = Suit & Tie Required
- Business Casual = Slacks & Collared Shirt (no tie or jacket)

Women

- Formal Business Wear = Suit/Blazer & Close-toed Shoes Required (Collared shirt or Shell)
- Business Casual = Slacks/Skirt & Collared Shirt OR Cardigan

Please note that Friday evening's event will be dressy casual, and you will be given time to return to your hotel to change.

UBSLC Committee Contact Information

Chair: Joyce Juang (267) 229 - 5912 Yuhwah_Juang@bus.emory.edu

Logistics Chair: Shannon Liu (832) 606-2159 Shannon_Liu@bus.emory.edu

Registration/ PR Chairs :

An Wang (206)612-6530 awang29@bus.emory.edu

Joy Chen (404)368-4128 Xiaoyue_Chen@bus.emory.edu