



Steubenville Florida High School Youth Conference 2022 Important Dates & Reminders

January 26th – 12:00 pm (noon) EST – Conference Registration Opens!

- A Group Leader may register his/her group at any time after this date
- Deposits are due within 2 weeks of registration date, sent via check, money order, or Bill.com Electronic Check
- Registration will remain open until 2 weeks before the conference or until sold out
- Deposits are non-refundable but may be applied to the remaining balance due prior to April 9th
- Once you have registered your group online, expect a confirmation email regarding your Group Leader Portal Log-In to access your Online Registration/Liability Release Links
 - You will also receive an email with a link to book hotel rooms, if needed

April 8th – 1st Drop Date

- If you drop the number of spots before or on this date all non-refundable deposits paid for the spots dropped will be transferred and applied to the remaining balance due
 - If dropping spots results in a "credit" refunds will not be issued
- After this date the group is responsible for the non-refundable deposit of \$100 per spot dropped

April 9th – May 31st – 2nd Drop Date

- All spots dropped between these dates are responsible for the non-refundable/non-transferable deposit of \$100 per spots dropped

June 1st – Final Drop Date & T-Shirt Size Order Form Due

- All spots dropped on or after June 1st owe the full payment of \$205 per spot dropped

June 10th – Final Payment & Adult Chaperone Verification Form Due

- Final payment must be received (not just postmarked) by end of business day. If paying by Check/Money Order, please plan accordingly
 - The following day (June 2, 2022) a 10% late fee will be applied to any outstanding balances.
- Signed and Sealed Adult Verification Form Due with ALL Adult Chaperones and Young Adults listed and cleared; a \$150 late fee may be charged if this form is received after the date listed above

June 14th – Last Day to Book Hotel Rooms and Complete Housing Forms

- ALL Forms and Payments for Hotel Rooms MUST be submitted to groupreservations@rosenhoteles.com
 - Confirm Payment Method with Rosen Centre Group Housing (Credit Card, Check or Money Order)
 - Submit your Parish Tax Exempt Form
- Hotel Rooms may be booked after this date depending on hotel room availability, the Steubenville Florida Room Rate of \$152 per night, per room is not guaranteed after this date

July 5th – 12:00 pm (noon) ALL Online Registration/Liability Releases Complete

- Online Registration/Liability Releases should be completed online for all attendees by this date
- A \$150 late fee may be charged if any Online Registration/Liability Releases are missing within your Group Leader Portal
 - If you are unable to fill all your spots, please contact the Conference Office to ensure this fee is not applied

July 8th – Check-in Day at Steubenville Florida

- Check-In for the Conference: Between 1:30 pm – 5:30pm in the Signature 1 Meeting Room on the Lower Level of the Rosen Centre
- Check-In for Hotel Rooms: Beginning at 3:00 pm at the Rosen Centre Front Desk
 - To expedite the check-in process, complete all the hotel steps listed above on-time