



Steubenville Florida High School Youth Conference 2023

Important Dates & Reminders

November 29th – 12:00 pm (noon) EST – Early Bird Registration

- \$50 per registration Non-Refundable/Non-Transferable Deposits are due within 2 weeks of registration date
- Early Bird Registration Payment Options: Check, Money Order, or Bill.com Electronic Check
- Unable to drop/release/cancel any Early Bird Registrations
- Registered groups may add additional Early Bird Registrations up until January 16th

January 17th – Regular Registration

- \$50 per registration Non-Refundable/Non-Transferable Deposits are due within 2 weeks of registration date
- Regular Registration Payment Options: Check, Money Order, or Bill.com Electronic Check
- Able to drop/release/cancel any Regular Registrations prior to May 19th (\$50 non-refundable/non-transferable deposit still due for all Regular Registration – No refunds checks will be issued)
- Registered groups may add Regular Registrations up until May 19th

May 20th – Late Registration

- Full payment of \$230 due within 48 business hours of receiving digital invoice
- Late Registration Payment Options: Overnighted Check, Overnighted Money Order, Major Credit Card (additional fees applied), or ACH Bank Transfer
- Unable to drop/release/cancel any Late Registrations
- Registered groups may add Late Registrations up until when the conference sells out or up until the day of the conference

June 2nd – Group Leader & Adult Verification Form and T-Shirt Size Order Form Due

- 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
- If you pre-ordered T-Shirts or Theme Bags, please complete the T-Shirt Size Order Form

June 16th – Final Payments 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 a 10% late fee will be applied to any outstanding balances.

June 16th – Hotel Room Assignment List Due and Last Day to Book Hotel Rooms

- Room Assignment List MUST be submitted to groupreservations@rosenhoteles.com
 - Confirm Payment Method with Rosen Shingle Creek Group Housing (Credit Card, Check or Money Order)
 - Submit the Room Assignment Form – provided by groupreservations@rosenhoteles.com
 - 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 11th by 12:00 pm (noon) EST - ALL Registrations Completed in the Group Leader Portal

- Online Registration/Liability Releases should be completed online for all attendees by this date and time
 - Group Leader, Chaperones, Youth, and Youth Adult Group Assistants need to be listed within the Group Leader Portal
- 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