

# Welcome Aboard Our Fantastic Voyage

81<sup>st</sup> North Atlantic Regional Conference

April 18, 2012 - April 22, 2012 Providence, Rhode Island

North Atlantic Regional Director - **Soror Constance R. Pizarro**

## General Registration Information (5 pages)

### Sorors Are Encouraged To Register On-time and Online!

Continuing in the spirit of thinking pink and "GOING GREEN," Sorors are strongly encouraged to register online for the regional conference via the **Online Registration System**. The complete Registration Packet is available for download at [www.akanorthatlantic.org](http://www.akanorthatlantic.org).

On-time registration will run from **November 30, 2011 through February 13, 2012**. The on-time registration fee for Graduate Sorors will be \$150 and \$85 for Undergraduate Sorors. This fee does not include the additional cost of any special events and activities that may apply.

Registration by mail is available through February 13<sup>th</sup> and must be accompanied by a chapter check or money order, in addition to the appropriate form for each Soror included. **An additional processing fee of \$10 will apply to all registrations submitted by mail.** Personal checks will **not** be accepted.

Please note, ALL mailed in registrations and payments by chapter check or money order, including those entered via the online registration system, must be **postmarked by February 13, 2012 and received by February 20, 2012**.

Late registration will run online only from **February 14, 2012 through March 5, 2012**. An additional **late fee of \$100 will apply** to all late registrations. Only credit card payments will be accepted during this timeframe.

Sorors who provide a valid email address on the registration form or who are entered into the online system, will receive an email stating that registration is pending until payment is processed and their financial status with the Sorority is verified.

By March 16, 2012, Sorors providing valid email addresses will then receive a second email indicating either that their registration is confirmed or that additional information is required. **Please be patient while the verification process takes place as it may take several days.**

Please retain this email confirmation and bring it with you along with your CURRENT financial card to the conference check-in.

For technical assistance using the online registration platform, please email [tech@akanorthatlantic.org](mailto:tech@akanorthatlantic.org)

For general registration questions, please email [RegisterNARC2012@gmail.com](mailto:RegisterNARC2012@gmail.com).

**Conference Chairman**  
Letitia T. Harris

**Vice Chairmen**  
Helen Giles  
Roxann Johnson-Nance  
Janet Roberts-Williams

**Undergraduate Vice Chairman**  
Duanecia A. Evans

**Conference Advisor**  
Anita O'Neal

**Recording Secretary**  
Apyrtle Wallace

**Treasurer**  
Renee C. Banks

**Financial Secretaries**  
Africka Hinds-Ayala  
Carol Johnson

**Cluster V Coordinators**  
Letitia T. Harris  
Janet Roberts-Williams

**Cluster V Host Chapters**  
**Graduate Chapters**  
Epsilon Omicron Omega  
Theta Epsilon Omega  
Theta Tau Omega  
Theta Psi Omega  
Xi Xi Omega  
Omicron Upsilon Omega  
Rho Epsilon Omega  
Tau Xi Omega  
Psi Iota Omega  
Psi Omega

**Undergraduate Chapters**  
Beta Iota  
Epsilon  
Iota Alpha  
Iota Gamma  
Lambda Tau  
Lambda Upsilon  
Xi Lambda  
Xi Nu  
Xi Omicron  
Pi Theta  
Rho Kappa

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Beta Iota

Epsilon

Iota Alpha

Iota Gamma

Lambda Tau

Lambda Upsilon

Xi Lambda

Xi Nu

Xi Omicron

Pi Theta

Rho Kappa

## 3 Ways To Register, Multiple Ways To Pay

### 1) Online Registration (Preferred!)

Go to [www.akanorthatlantic.org](http://www.akanorthatlantic.org), and click on the "**NARC 2012**" button to be directed to the online registration system.

Follow the instructions provided to log in, complete your registration form and process your payment. You may pay by credit card, chapter check or money order using the online form. However, payments by chapter check (group registrations) or money order will only be accepted through February 13, 2012.

To pay by chapter check or money order, select "**check**" as the method of payment when registering. A copy of your online confirmation must be included with the chapter check or money order when mailed. To expedite processing, Sorors utilizing this method of payment for an online registration are strongly encouraged to mail payment and the registration form in no later than two weeks after the online registration request is made. **A \$75.00 fee will be assessed for a Returned Chapter Check.**

All individual registration forms need to be included with the chapter check when mailed.

ALL payments by chapter check or money order, including those entered via the online registration system, must be **postmarked by February 13, 2012 and received by February 20, 2012**. Online registrations associated with payments postmarked after February 13 and received after February 20, will **NOT** be processed.

For technical assistance using the online registration platform, please email [tech@akaorthatlantic.org](mailto:tech@akaorthatlantic.org)

For general registration questions, please email [RegisterNARC2012@gmail.com](mailto:RegisterNARC2012@gmail.com)

**NOTE:** You must have an email account to use this method. *We encourage chapters to assist Sorors who are unfamiliar with the World Wide Web, but would like to experience the ease of registering online.*

<b>On-Time, Online Registration – Submit Form Online and Pay By Credit Card, Chapter Check or Money Order</b>			
<b>Opens</b>	<b>Closes</b>	<b>Fees*</b>	<b>Payment Options</b>
November 30, 2011 at 9:00 a.m.	February 13, 2012 at 11:00 p.m.	Graduate: \$150 Undergraduate: \$85  *Fees do not include additional fees for special events and activities that may apply.	Credit Card Chapter Check** Money Order**  **ALL payments by chapter check or money order, including those entered via the online registration system, must be <b>postmarked by February 13, 2012 and received by February 20, 2012.</b>

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## 3 Ways To Register, Multiple Ways To Pay

### 2) Registration By Mail

Sorors may elect to complete, print and mail the appropriate forms in this packet and mail them in with a money order or chapter check. Please note, a \$10 processing fee will apply to ALL registrations by mail.

To pay by chapter check or money order, select “**check**” as the method of payment when registering. A copy of your online confirmation must be included with the chapter check or money order when mailed. **A \$75.00 fee will be assessed for a Returned Chapter Check.**

All individual registration forms need to be included with the chapter check when mailed.

Mailed in registration forms and payments must be **postmarked by February 13, 2012 and received by February 20, 2012**. Registrations and/or payments postmarked after February 13 or received after February 20, will NOT be processed.

For technical assistance using the online registration platform, please email [tech@akanorthatlantic.org](mailto:tech@akanorthatlantic.org)

For general registration questions, please email [RegisterNARC2012@gmail.com](mailto:RegisterNARC2012@gmail.com)

**On-Time, Registration By Mail** – Complete Paper Form and Mail In With Chapter Check or Money Order (Must be postmarked by 2/13/11 and received by 2/20/11 or registration will not be processed.)

Opens	Closes	Fees*	Payment Options
November 30, 2011 at 9:00 am	February 13, 2012 at 11:00 pm	Graduate: \$160 (\$150 + \$10 processing fee)  Undergraduate: \$95 (\$85 + \$10 processing fee)  *Fees do not include additional fees for special events /activities that may apply.	Chapter Check** Money Order**  ** Mailed in registrations and payments must include the processing fee and be <b>postmarked by February 13, 2012 and received by February 20, 2012.</b>

#### Conference Chairman

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Helen Giles

Roxann Johnson-Nance

Janet Roberts-Williams

#### Undergraduate

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Renee C. Banks

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## 3 Ways To Register, Multiple Ways To Pay

### 3) Late Registration

For Sorors unable to register on-time, late registration will be available online only and a late fee of \$100 will apply. Only credit card payments will be accepted during late registration.

For technical assistance using the online registration platform, please email [tech@akanorthatlantic.org](mailto:tech@akanorthatlantic.org)

For general registration questions, please email [RegisterNARC2012@gmail.com](mailto:RegisterNARC2012@gmail.com)

Late Registration (Online Only) – Submit Form Online and Pay By Credit Card			
Opens	Closes	Fees*	Payment Options
February 14, 2012 at 9:00 am	March 5, 2012 At 11:00 pm	Graduate: \$250 (\$150 + \$100 late fee)  Undergraduate: \$185 (\$85 + \$100 late fee)	Credit Card*  Late fee must accompany late registrations.

### Registration Reminders

- ✓ There will be **NO** On-Site Registration.
- ✓ Once your registration has been submitted, very limited modifications will be allowed. We encourage you to take your time so that your registration is submitted as accurately as possible.
- ✓ Removal of Activities from your existing registration **IS NOT ALLOWED**.
- ✓ Adding Activities to your existing registration can be done before **February 13, 2012**, using the original registration method (online OR paper forms).
- ✓ Only financial Sorors may participate in conference activities. Neither financial nor non-financial Sorors may be guests of financial Sorors at the conference.
- ✓ You may register “Guests” who are non Sorors, both online and using the Guest Registration form in this packet.
- ✓ Personal checks will **not** be accepted.
- ✓ Please note that Chapters and Individual Sorors who register online **and** choose to mail in their payment **MUST** still adhere to the postmarked deadline dates. Payment must be postmarked by February 13, 2012 and received by February 20, 2012. **If payment is not received by February 20, 2012, the online registration will be deleted from the system.**
- ✓ Late Registrations **MUST** include late fee.
- ✓ Mailed in registrations must include processing fee.
- ✓ Refund requests must be made in writing to the Registration Chairman, and postmarked no later than **February 20, 2012**. Refunds will be processed at the conclusion of the conference and must be approved by the Regional Director. A processing fee of \$30.00 will be deducted from the refund.

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## Submission Details for Registration Materials

### 2012 NARC Registration Committee

#### **Soror Lolita E. Walker-Bishop**

Psi Omega Chapter, Alpha Kappa Alpha Sorority, Inc.

P.O. Box 191416

Roxbury, MA 02119

**Make checks payable To:** "Alpha Kappa Alpha North Atlantic Region"

For technical assistance using the online registration platform, please email [tech@akanorthatlantic.org](mailto:tech@akanorthatlantic.org)

For general registration questions, please email [RegisterNARC2012@gmail.com](mailto:RegisterNARC2012@gmail.com)

Please note that any Soror or Chapter that waits until near the registration deadline to leave a message runs the risk of either paying a late fee or ultimately not being able to register for the conference. It is highly recommended that you do not wait to register.

**Thank you Sorors and Look Forward to Seeing you in Providence, Rhode Island!**

#### **Soror Lolita E. Walker-Bishop**

2012 NARC Registration Chairman

#### *Conference Chairman*

Letitia T. Harris

#### *Vice Chairmen*

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## Conference Deadline Checklist

**\*\*\*All Due Dates are required Postmarked Dates unless otherwise indicated\*\*\***

<input checked="" type="checkbox"/>	DUE DATE	ITEM / DEADLINE
	<b>January 31, 2012</b>	<ul style="list-style-type: none"> <li>Chapter Awards Judges Request Form</li> <li>Chapter Exhibits &amp; Displays Registration Form</li> <li>Choir Sign Up Form</li> <li>Delegate Credential Form</li> <li>Diamond, Golden, Silver Recognition Form</li> <li>EAF Legacy Recognition Form</li> <li>Honey-Do Appreciation Recognition Form</li> <li>Hospitality Committee Sign Up Forms</li> <li>Hotel Suite Requests (<i>***Must Contact Regional Director</i>)</li> <li>Ivies Beyond The Wall Form</li> <li>Leadership Breakfast Recognition Form</li> <li>Philacter Committee Sign Up Form</li> <li>Proposed Constitution/Bylaws Amendment Submission Form</li> <li>Protocol Committee Sign Up Form</li> <li>Recommendations Form</li> <li>Recommendations Committee Sign Up Form</li> <li>Resolutions Form</li> <li>Resolutions Committee Sign Up Form</li> <li>Rules Committee Sign Up Form</li> <li>Step &amp; Stroll Team Registration Forms</li> <li>Souvenir Journal Advertising Reservation Form</li> <li>Tellers Committee Sign Up Form</li> <li>Transportation Committee Sign Up Form</li> <li>Time and Place Committee Sign Up Form</li> <li>Workshop Facilitator/Recorder Sign Up Form</li> </ul>
	<b>February 10, 2012</b>	<ul style="list-style-type: none"> <li>Charter Bus Manifest Forms</li> <li>Portage Fee for Charter Bus Manifest Form</li> </ul>
	<b>February 13, 2012</b>	<ul style="list-style-type: none"> <li><b>On-time Registration Ends</b></li> <li><b>Payment by check or money order</b></li> <li><b>Registration by mail ends</b></li> </ul>
	<b>February 15, 2012</b>	<ul style="list-style-type: none"> <li>Application for Graduate Advisor Certification</li> </ul>
	<b>February 20, 2012</b>	<ul style="list-style-type: none"> <li><b>Payment by check or money order must be received</b></li> <li><b>Refund Requests</b></li> </ul>
	<b>March 1, 2012</b>	<ul style="list-style-type: none"> <li>Events &amp; Activities Order Forms</li> <li>NAP Membership Application &amp; Payment</li> <li>Undergraduate Slide Show Submissions (<i>**See Undergraduate Information Page</i>)</li> </ul>
	<b>March 5, 2012</b>	<ul style="list-style-type: none"> <li><b>Late Registration Ends</b></li> </ul>
	<b>March 17, 2012</b>	<ul style="list-style-type: none"> <li>Chapter Awards Submissions Form</li> </ul>
	<b>March 26, 2012</b>	<ul style="list-style-type: none"> <li>Timeless History Submissions</li> </ul>

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