



2022 CTE Summer Conference Quick Reference Guide Information and Registration Process

Registration dates:

- Registration opens on Sunday, April 1, 2022
- Schedules will be available on Monday, May 23, 2022
- All CTE Conferences will close Sunday, May 29, 2022. There is no onsite registration.

Conference Information can be found at:

<https://schools.utah.gov/cte/resources/summerconference>

- Each conference's registration link is found on the main CTE Summer Conference page. You will need to register for each conference you want to attend.
- Registration will be available online only. There is no onsite registration.

Registration fee:

- One day conferences are \$25 (plus processing fee)
- Two day conferences are \$45 (plus processing fee)
- Three day – overlapping two conferences are \$65 (plus processing fee)
- Registration closes on Sunday, May 29, 2022.
- You may substitute a teacher name by emailing CTEsommerconference@schools.utah.gov
- You may register “ghost” registrations by enter Teacher as the First Name and School as the Last Name in Eventbrite and answering the questions as best as you can.
- There will be no onsite registration.

USBE Conference and Eventbrite/Sched questions please email or call:

- CTEsommerconference@schools.utah.gov
- Andrea Curtin (801) 538-7865
- Kerry Pack (801) 538-7941



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Registration Process

1. Go to <https://schools.utah.gov/cte/resources/summerconference> Click on the registration link listed below each conference.
2. Select the number of attendees registering and input the information for each registrant (**all registrants must have a unique email address** and if registering multiple people, you will have to be able to answer **all** the questions on the order form).
3. Registration Fees and Deadlines:
 - Registration closes on Sunday, May 29, 2022 for all CTE Conferences.
 - **There will be no onsite registration.**
4. Go through the payment process. Acceptable methods of payment:
 - Credit Card
 - District/Charter/Institution Purchase Order Number. In Eventbrite, this form of payment will be listed as "pay by invoice". **This option is only available in districts that have provided an approved PO number.** You will need to enter the PO number during registration in the order form.
5. Once registration is complete a **receipt will be emailed by Eventbrite** to each registrant. (If the registrants don't receive an email they are not registered or input their email incorrectly.)
6. A schedule for each conference will be posted online on May 23, 2022. Registered attendees will automatically receive an email notification when this occurs.
7. If help or assistance is needed at any point during the registration process, please email ctesummerconference@schools.utah.gov or call (801) 538-7865.