

HOW TO APPLY:

Fill out the two-page registration application. A separate application is required for each person. If you are applying for a scholarship, please fill out the 1-page scholarship request form, in addition to the registration application. If you are requesting to bring family members and/or guests, please also complete the family form. Please fax everything to 510-841-3060, Attention: Stephanie Shedd.

Registration payments should only be sent *after* an application is received and approved. You will receive an invoice in the mail upon approval of your application; and a confirmation letter with paid-in full receipt after payment is received and processed. Please note: *Substitutions are discouraged and must be pre-approved prior to the conference.*

SCHOLARSHIPS:

We have limited funds for scholarships, but we make your requests a priority. If you apply for a scholarship, we will do our best to accommodate your request and get back to you in a timely manner.

CANCELLATION POLICY:

- Full refund for cancellations before 7/1/09
- 75% refund for cancellations between 7/1/09 & 9/1/09
- 25% refund for cancellations after 9/1/09

**All cancellations must be received in writing and will be charged an additional \$50 processing fee.*

REGISTRATION FEE SCHEDULE:

Early Bird Registration – Applications accepted through 2/27/09

	Fee	Payment Deadline*
Member**	\$625	May 15, 2009
Non-Member	\$700	May 15, 2009

Regular Registration – Applications received 2/28/09 to 8/31/09

	Fee	Payment Deadline*
Member**	\$720	August 31, 2009
Non-Member	\$820	August 31, 2009

Late Registration – Applications received 9/1/09 to 9/18/09

	Fee	Payment Deadline*
Member**	\$825	September 18, 2009
Non-Member	\$925	September 18, 2009

*Late payments will generate a revised invoice that corresponds with the current registration fee. Please pay attention to the *payment deadline* in order to avoid higher rates. Registration is not complete until payment is received in full.

**Contact Stephanie Shedd by phone at 510-841-3056 or via email at: stephanie.shedd@no-smoke.org to inquire about your *membership status* or to become a member.

For more site details, visit
www.stanfordsierra.com

WHAT DOES THE FEE COVER?

The fee covers all conference materials, on-site accommodations (three nights lodging at the Conference Center), nine meals, snacks, and entertainment.

ACCOMMODATIONS:

The Stanford Sierra Conference Center provides simple, comfortable accommodations in two and three-bedroom, one-bath cabins with private balconies offering lake/hill views. Cabins do not include televisions, telephones, hair dryers, or kitchen facilities. Two-bedroom cabins have one bedroom with a queen bed and two twin beds in the second bedroom.

Three-bedroom cabins have an additional room with two twin beds. Each participant has their own bed, and shares a bedroom and bathroom with others in the same cabin. In order to receive the best rate from the Stanford Sierra Conference Center and pass that on to you, we are required to **fill** each cabin. That means that you may find yourself rooming with people you don't know (even if you are bringing family members). Three to five participants will be assigned to each cabin.

We know it may seem a little odd at first, but not to worry, the vast majority of participants end up very pleased with their new roomies. Some even end up as life long friends (really!). So grab a bed, any bed, and introduce yourself! Please note: *If you request a roommate in your application and you find a third or fourth person in your cabin, please allow them the private room and share the other room(s) with your friend(s)/colleague(s).*

GETTING THERE:

Air: The closest airport is the Reno/Tahoe Int'l Airport

Shuttle: You will be taking two different shuttles to get you from the Airport to the Stanford Sierra Conference Center. Please follow these instructions carefully:

1. Pick a time and secure reservations for the most convenient shuttle for your trip from the Reno/Tahoe International Airport to the Horizon Casino from the schedule at this link: <http://www.southtahoexpress.com/>
2. Next, fill out the online form with the Stanford Sierra Conference Center for the second leg of the journey at this link: <http://www.stanfordsierra.com/sitepages/pid57.php>

The staff at Stanford Sierra will meet you at the Horizon Casino to take you the rest of the way. **Shuttle 1** (from the airport to the Horizon Casino) is \$26 one way or \$46.50 if you schedule it round trip. **Shuttle 2** (from the Horizon Casino to the Conference Center) is free, however, you must fill out the online form (second link above) at least one week in advance.

ADDITIONAL STAY:

Due to the remote location, **we strongly encourage you to consider coming in a day early and/or leaving a day late.** A block of rooms is available at the Courtyard by Marriott in Reno. Rooms are \$109/night (9/19/09) & \$139.00/night (9/23/09) plus tax. Attendees are responsible for reserving these rooms (if needed) and making payments. Ask for the **ANR Foundation group rate:** 775-851-8300 or 1-800-321-2211.

These rooms will be released to the general public on 9/8/09. These special rates will not apply after the cut off date. If all rooms are booked, you may contact one of these other Marriott hotels to inquire about their daily rates and availability:

Marriott Residence Inn (5 miles from airport) 775-853-8800

Marriott Fairfield Sparks (7 miles from airport) 775-355-7700

FAMILY/GUEST POLICY:

We understand that a certain number of conference participants (as well as staff) would like to bring their families/guests to share and enjoy this beautiful location. It is our hope to be able to accommodate all requests received. However, due to the very limited space, and our commitment to accommodate as many conference participants as possible, we are asking that you use the attached "family form" to apply for guest accommodations. We will respond in a timely manner in order for you to make the necessary travel arrangements.

Please be aware that there will be no childcare provided. A non-participating adult is required to supervise any family members/guests age 14 and under at all times.

In addition, bringing family members and/or guests does not guarantee that you will have private accommodations – you may still be sharing a cabin with one or more conference participants. Please see a description of the accommodations on the other side for more details.

Why is the registration fee for my family member/guest the same as a conference participant?

Because the conference fee is based primarily on food and lodging, the rates for participants and non-participants is the same. This fee includes lodging, 9 meals, snacks, and use of the facilities.

FREQUENTLY ASKED QUESTIONS:

How should I pack for the Institute/Northern California?

The weather can change dramatically from day to day and even within the same day! Bring sunblock, a hat, hiking shoes, small umbrella, flashlight, and bug repellent. Bring cash or credit if you wish to purchase items from the bar or gift shop.

Be casual! Jeans and t-shirts are the norm. Dressing in layers is a good way to stay warm in the chilly morning air and cool in the heat of the day. Don't forget a jacket for the evening!

I have questions about the conference (meals, sessions, activities, ANR merchandise, ANR membership, etc.)

Just visit your friendly ANR staff member in the main lodge. The table is staffed most waking hours. They can answer just about any question, or they'll find out who can.

Is there cell phone reception at Stanford Sierra?

Most people have hit or miss coverage around camp. Some hot spots are right down by the water, or on the deck of the main lodge.

Is internet access available?

You bet! The entire main lodge, provides free wireless high-speed Internet access. For those without a laptop, you are welcome to use the computers located in the Jabu Business center of the main lodge. Please note: *We discourage use of laptops during sessions as participants have found it to be distracting.*

Can I bring food into my cabin?

Unfortunately, no. Along with this beautiful environment, comes the risk for little critters. Please help us keep the critters from wanting to explore the great indoors, by keeping food out of the cabins.