

## 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, you must also complete the family form. Email/fax applications to stephanie.shedd@no-smoke.org or 510-841-3060.

Registration payments should only be sent **after** an application is received and approved. You will receive an invoice via email upon approval of your application; a confirmation email with a paid-in full receipt will be sent after payment is received and processed.

Please note: **Substitutions are discouraged and must be pre-approved prior to the conference. On occasion, applicants are wait listed due to space constraints.**

## 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 POLICIES:

### EARLY BIRD REGISTRATION –

- NOT refundable

### REGULAR & LATE REGISTRATION –

- 75% refund for cancellations received on or before 2/1/13.
- 50% refund for cancellations received between 2/2/13 & 4/1/13.
- 25% refund for cancellations received after 4/1/13.

All cancellations must be received in writing.

## REGISTRATION FEE SCHEDULE:

### Early Bird Registration – Applications accepted through 9/30/12

	Fee	Payment Deadline*
Member**	\$799	within 30 days of
Non-Member	\$899	date on invoice

### Regular Registration – Applications received 10/1/12 to 3/31/13

	Fee	Payment Deadline*
Member**	\$950	within 30 days of
Non-Member	\$1075	date on invoice

### Late Registration – Applications received 4/1/13 to 5/1/13

	Fee	Payment Deadline
Member**	\$1075	May 1, 2013
Non-Member	\$1200	

\*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](http://www.stanfordsierra.com)

## WHAT DOES THE FEE COVER?

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

## 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 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 *Lakeside Inn & Casino* to take you the rest of the way. **Shuttle 1** (from airport to *Lakeside Inn & Casino*) is \$27.50 one way or \$49.00 if you schedule it round trip. **Shuttle 2** (from *Lakeside Inn & Casino* to the 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** if your travel budget allows.

You may contact one of the following smokefree Marriott locations to inquire about their daily rates and availability:

Courtyard by Marriott in Reno (1 mile from airport)

775-851-8300 or 1-800-321-2211

Marriott Residence Inn (5 miles from airport)

775-853-8800

Marriott Fairfield Sparks (7 miles from airport)

775-355-7700

**\*\*Attendees are responsible for making their own reservations and payments for any additional lodging\*\***

## FAMILY/GUEST POLICY:

We understand that some of our 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, you must complete 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. The fee includes conference registration and materials, lodging (3 nights at Conference Center), 9 meals, snacks, and use of the facilities.

***Cost comparison with other 3-day National Conferences:***

Average Conference Registration Fee:	\$500
Average Hotel Costs (including taxes and fees):	\$200/day
Average Per Diem:	\$80/day

**Average 3-day National Conference Fees: \$1340**

**Depending on when you apply,  
you could save between \$140 and \$541  
off the national average!**

## 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, umbrella, flashlight, and bug repellent. Bring cash or credit if you wish to purchase items from the gift/snack 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!

***What if I have questions or need help during the conference? (meals, sessions, activities, ANR membership, etc.)***

Just visit your friendly ANR staff member in the main lodge. An information 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. 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.

***\*If you require special food (e.g. kosher) or medication, it may be brought and stored in the kitchen in the main lodge, available 24/7.***