In an effort to minimize the loss or misplacement of materials that are shipped to the CSRDE conference site it is important that you use the form below to help identify your boxes. Due to the number of boxes shipped to this conference it is imperative that we have your help in assuring their safe arrival and timely delivery. As an added precaution, it is recommended that your items be shipped via a commercial carrier, which utilizes a tracking system. It is advised that all the tracking numbers from your items are brought with you to the conference (Shipping Information Form) to assist in delivery confirmation and information should it be necessary. If you have any shipping questions call (405) 325-0751.

Thank you!

Ship to:

Name of Presenter/Session
Attn: National Symposium on Student Retention Conference
Catamaran Resort Hotel and Spa
3999 Mission Blvd
San Diego, CA 92109
Tel: +1-858-488-1081 x8620
Fax: +1-858-488-1619

Directions for Shipping and Distribution

1) Fill out the Shipping Information form below and bring with you to the conference to help avoid delays in receiving your materials.
2) Print or type the requested information on the box identification labels, on the next page, for each box in your shipment.
3) Photocopy the box identification labels on the different colors of paper according to the day:

   Exhibitors - print labels on WHITE
   November 4th - Day One Pre-Conference Workshop  LT. GREEN
   November 5th - Day Two Concurrent Sessions on LT. BLUE
   November 6th - Day Three Concurrent Sessions on LT. YELLOW

You will need five (5) identification labels for EACH box you are shipping!
4) Tape one on EACH of the four (4) sides of your boxes and one (1) on top of each box beside your shipping label.

   NOTE: These labels are in addition to your carrier’s shipping label.  Hint:  If sending more than one box, try to use a carrier that treats your entire shipment as one box and not treat each box as an individual shipment.

Shipping Information – Bring this form to the conference with you!

Name of person who prepared shipment____________________________________________________

Shipped by (circle one):  FedEx       UPS      Other: ______________________________________
(# of boxes shipped on (date – very important!): __________________________________________
Tracking # __________________________________________________________________________
To be claimed by ______________________________________________________________________
Date and time of session: ________________________________________________________________
BOX IDENTIFICATION LABELS
(5 Labels per box= cut apart labels and put 1 on top and 1 on each side of box)

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National Symposium on Student Retention

This box is _______ of _______ boxes. Important! Please fill in the number of boxes
Please notify: ____________________________________________________________
Day and date of presentation: _____________________________________________
Name of session: _________________________________________________________
Session room name or number (if known): ____________________________________

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