



**STENOCAT USER'S NETWORK
2022 FALL CONFERENCE
HORSE SHOE FARM, NC**



REGISTRATION FORM (PAGE 1 OF 2)

E-Mail completed form to:

Or Mail completed form to: StenoCAT Users Network

stenocatusersnetwork@gmail.com

PO Box 30746

QUESTIONS? E-MAIL or CALL/TEXT SUN @ 949.329.8510

Walnut Creek, CA 94598

ATTENDEE INFORMATION

Name _____

E-Mail _____

Address _____

City _____ State _____ Zip _____

Day Phone _____

NCRA NO. _____ STATE + CERT. NO. _____

Cell Phone _____

(by providing this number, you consent to receiving texts from SUN if necessary)

REGISTRATION AND PAYMENT

EARLY BIRD REGISTRATION DEADLINE IS SEPTEMBER 16, 2022

REGULAR REGISTRATION DEADLINE IS SEPTEMBER 23, 2022

Registration fees listed are for current StenoCat Users Network members. If you are not a SUN member, either submit a completed membership application, along with payment for a one- or two-year membership, or pay the fee noted for a non-member.

SUN PROFESSIONAL MEMBER EARLY BIRD By 9/16/2022	NON-MEMBER EARLY BIRD By 9/16/2022	SUN PROFESSIONAL MEMBER REGULAR By 9/23/2022	NON-MEMBER REGULAR By 9/23/2022	<u>My Total</u>
\$250	\$350	\$325	\$425	_____

Sponsorships:

\$100 \$200 \$300 \$400 \$500

Friends of SUN Donation

Circle One: VISA MASTERCARD AMEX DISCOVER

Check No. _____

TOTAL AMOUNT:

CREDIT CARD NUMBER

NAME ON CARD

EXP. DATE

SECURITY CODE

BILLING ADDRESS

BILLING CITY / STATE / ZIP CODE

SUN SEMINAR REFUND POLICY

Refund requests must be submitted to the SUN Administrator in writing. Within 14 or more days of the start of the seminar, 50% refund of registration fee. 13 days' notice, 25% refund of registration fee. Within 1-13 days before the seminar, \$50 will be refunded. After the start of the seminar, there will be no refunds. Exceptions for extreme circumstances will be considered by the SUN Executive Committee on a case-by-case basis.

PLEASE PROCEED TO PAGE 2 TO COMPLETE REGISTRATION



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REGISTRATION FORM (PAGE 2 OF 2)

CLASS SELECTION (Non-Binding—Just to help us gauge class size)

FRIDAY October 7, 2022		✓		✓
(Single Track)	1. GIDDY-UP! STENOCAT'S NEW FEATURES			
(Choose 2 or 3)	2. DON'T GET BUCKED OFF! MACROS		3. WINDOWS 11: HEAD 'EM UP, MOVE 'EM OUT	
(Choose 4 or 5)	4. LICKETY SPLIT! ADVANCED EDITING PART I		5. QUICK ON THE DRAW! WRITING SHORT	
(Single Track)	6. LICKETY SPLIT! ADVANCED EDITING PART II			
SATURDAY October 8, 2022				
(Choose 7 or 8)	7. COWBOY UP! DICTIONARY MANAGEMENT		8. PRIVACY, SECURITY, AND ETHICS SURROUNDING IT	
(Choose 9 or 10)	9. ACE IN THE HOLE! COMMANDS & TRICKS TO IMPROVE YOUR REALTIME PART I		10. TALL IN THE SADDLE: REALTIME AND DAILY COPY	
(Choose 11 or 12)	11. ACE IN THE HOLE! COMMANDS & TRICKS TO IMPROVE YOUR REALTIME PART II		12. ACE HIGH: UTILIZING DROPBOX WITH STENOCAT	
(Single Track)	13. FAMILY FEUD - YEEHAW!			

TECHNICAL SUPPORT

PLEASE CHOOSE YOUR PREFERRED DAY. A TIME SLOT WILL BE ASSIGNED TO YOU BY THE SUN ADMINISTRATOR. WE WILL DO OUR BEST TO ACCOMMODATE YOUR PREFERENCE.

Friday a.m. _____

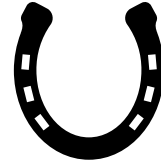
Friday p.m. _____

Saturday a.m. _____

Saturday p.m. _____

EVENT CODE OF CONDUCT

Our health and safety are very important while we spend time together. The SUN Board has adopted the attached Event Code of Conduct. Please read it over carefully and sign it acknowledging your agreement to abide by the terms outlined therein.



SUN MEETING and EVENT CODE OF CONDUCT

October 6-9, 2022

Horseshoe Farm, Hendersonville, North Carolina

PERSONAL ACTIONS SUPPORTING THE COLLECTIVE WELL-BEING

A code of conduct is a collection of rules and regulations that include what is and is not acceptable for expected behavior. The StenoCAT Users Network offers the guidelines below outlining steps that can be implemented to provide as safe an environment as possible when meeting in person. Responsibility is shared equally among event organizers, the event venues, the event exhibitors (if any), and the event attendees – all have a role to play. Based on our common set of beliefs in the value of live event experiences, we know to be true, as stakeholders, we all have a role to play in the mitigation of risk. The Code of Conduct below is meant to serve as a reminder and inspiration to know that if we all collectively respect the significance of this contribution, we are, by definition, advocating for the well-being of our fellow global citizens and our industry.

CODE OF CONDUCT

Before leaving home

- Follow relevant guidance provided by the *Center for Disease Control and Prevention* (CDC) or your local health authority.
- Adhere to government-issued travel restrictions and guidance issued by the region you will be traveling to and the region you are traveling from.
- Evaluate your own health and that of people you are in close contact with; contact the meeting/event organizers if you have concerns.
- Visit Horseshoe Farm, Hendersonville, NC Policies for more information on the health and safety precautions that Horseshoe Farm has in place.
- Stay home if you feel sick.

ON-SITE DURING THE EVENT

- Follow guidance from the local health authority for everyday preventive actions to help prevent the spread of respiratory viruses including:
 - Washing hands often with soap and water for at least 20 seconds, or an alcohol-based sanitizer with at least 60% alcohol.
 - Avoiding touching eyes, nose, and mouth with unwashed hands.
 - Covering your nose and mouth when coughing or sneezing. Throw used tissues in the trash.
 - REMINDER: While Horseshoe Farm staff will be responsible for cleaning public spaces, you may want to be vigilant about cleaning and disinfecting your personal items, such as your smartphone, glasses, and any other items you frequently touch and may put down on a surface. Regular household cleaning sprays or wipes are recommended.
- Agree to have your temperature taken before entering the meeting/event venue, if required by the event venue.
- Agree to wear a mask or facial covering, if required by the event venue.
- Adhere to social distance protocols put in place by the event venue and respect others' personal space.
- Go to the event first aid office (or equivalent) at any time if you feel unwell or are experiencing flu-like symptoms.

POST-EVENT

Based on current contact tracing advice from many health authorities, if you test positive for COVID-19 up to 14 days after returning home, please contact the meeting/event organizers to advise them

ASSUMPTION OF RISK AND WAIVER OF LIABILITY

Attending this event may come with risks related to exposure to COVID-19 and other communicable diseases. All attendees voluntarily assume all risks related to exposure to COVID-19 and other communicable diseases, and waive any claims against StenoCAT Users Network should they become sick. All attendees should review and follow any rules, regulations, or mandates put in place by federal, state, or local authorities and follow any safety conditions or protocols put in place by the venue or StenoCAT Users Network. All attendees also may be required to sign StenoCAT Users Network Communicable Diseases In-Person Meetings Event Policy that will be finalized shortly before the Conference begins. All safety requirements are subject to change.

PLEASE SIGN BELOW TO INDICATE YOUR ACCEPTANCE OF THIS MEETING AND EVENT CODE OF CONDUCT:

NAME

DATE

Thank you for your cooperation in making the
2022 SUN Fall Conference a safe and enjoyable time for all!