We are here to facilitate people’s attendance at the conference.

REGISTRATION PROCEDURES

For on-site registration have attendee fill out registration form. We can take check or PO for payment. Give them a name tag to fill out and tote bag.

If an attendee w/out name tag tells you they have already paid just have them fill out registration form and write “PAID” on it. Assure them that the matter will be resolved. Give them a name tag to fill out and tote bag.

Make out a receipt IF REQUESTED. Don’t offer receipts.

There are some meal tickets left. They are in cash box labeled tickets. Prices are on registration form.