

# Registration Checklist

Follow these easy steps to ensure registration accuracy.

- Read program thoroughly.
- Fill out the Conference Registration Form completely and accurately.
  - ✓ It is important to list the address where you want your name badge to be sent before the conference.
  - ✓ Please list a direct phone number, not the number to your regional office. If we have questions while processing your registration, we will need the specific phone number to contact you.
- Mark 3 choices for each workshop session time.
  - ✓ As noted on the Conference Registration Form, you are to select three choices for each workshop session time. Because some of the sessions have participant limits, it is not always possible to fulfill your first request. Indicating additional choices will better your chances of attending a session of your choice.

NOTE: IF YOU DO NOT INDICATE OTHER CHOICES, SESSIONS WILL BE ASSIGNED TO YOU.

- Attach check, credit card information, money order, or purchase order for payment.
- Mail/submit registration form \_\_\_\_\_ (record date here for your records).
  - ✓ All early registrations must be postmarked by March 15, 2017.

## Conference Checklist

Consider bringing these items to the conference to make your experience enjoyable.

- ✓ Conference program
- ✓ Nametag and Confirmation Letter
- ✓ Comfortable clothing
- ✓ Sweater or jacket for cool rooms
- ✓ Comfortable shoes
- ✓ Change for vending machines
- ✓ Money to purchase lunch
- ✓ Notepad, pencil and pen
- ✓ Money for Exhibit Hall

Be sure to make your hotel reservations!