

Notes on Using Online Registration

Registration for the ABLE conference is using a Webform to allow instant feedback on major workshop availability and payment with a credit card. There is a limit to the amount of information the Webform can have and thus this document assists in its submission.

All situations not met by the Webform are handled in person by UD Conference Services. Gail Knapp is the person to contact: glanius@udel.edu, 302-831-8590 but I am happy to refer questions to her.

Here are some examples where she can help.

- Not being able to use an institution's charge card (procurement card) for meals and housing.
- Not having a charge card available at all and required to use a check.
- Not signing up for any major workshops but needing to fill out all other parts of the registration form. One known example of this is a person who will arrive too late for Wednesday workshops and presents a major workshop Thursday. The workaround is to sign up for any available workshop, complete the online registration and payment, and then request that Gail remove you from the workshop list.

A "Presenter" registration type is for one author of each Major workshop who has the fee waived; Mini workshop and Poster authors do not use this category. For multi-author workshops it does not matter who requests the waiver.

If you do not want or need to pay for all three breakfasts (and you are not a new member attending the Wednesday breakfast) there is an alternative. Don't check the box for breakfasts in the Pencader Dining Hall. Instead, upon arrival at the registration desk in the Housing Commons, where you pick up the name tag and other items, purchase meal tickets for individual breakfasts using cash. This applies, for example, to Board of Directors members and persons arriving late or leaving early.

After submitting the Webform you will receive immediate confirmation via E-mail and soon afterwards a detailed invoice by mail. Check both to make sure they correctly record your intentions and payments.

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