

## WOIC 2019 Conference Registration FAQs

### Registration Instructions

**Q: How do I register for the conference?**

A: Click on the “Register Now” link in this website. Read the information provided on the conference registration page. At the bottom of the page, you will be asked to enter your email address, and select your conference registrant type. A new registration record will be created. You will be able to log back in to your record by simply entering your email address and password into the provided section.

**Q: How do I sign up with a registration code?**

A: After you select your conference participation type on the conference registration page, enter your registration code where indicated.

**Q: How do I register multiple people as a group?**

A: There must be 3 or more in a group. The group leader must register all registrants in their group at the same time with the same credit card. You will not have the opportunity to add additional group members later in the registration process. The total fees for all registrants in the group will be charged to the credit card used by the group leader.

If you like to pay for the group via Bank Wire Transfer, please contact Anita Stephens [stephens@haas.berkeley.edu](mailto:stephens@haas.berkeley.edu) for payment instructions and to receive a code to register a group of 3 or more from one company.

**Q: Can I purchase a Day Pass to the WOIC 2019 Conference?**

A: Day passes are not offered for this event.

**Q: Can I bring a guest?**

A: Guest passes are not available. Guests of registered WOIC 2019 Conference attendees are welcome to attend the Conference Dinner on Thursday, December 12<sup>th</sup> (18 years or older) with the purchase of a Conference Dinner Guest Pass (approx. \$100 each).

**Q: Where will the Conference Dinner be held?**

A: Check the conference program for location of the Conference Networking Dinner.

**Q: Is there an age minimum to attend the event?**

A: The WOIC 2019 Conference is designed for the working professional so attendees must be 18 years of age or older.

**Q: When will Parallel Session information be available?**

A: Parallel Session schedules will be announced October or November.

## Returning Services Instructions

**Q: How do I log into my registration using my email address and password?**

A: Visit <http://www.regonline.com/woic2019> click on the “Already Registered” link. Log in using your email address and password.

**Q: What if I forgot my password?**

A: Visit <http://www.regonline.com/woic2019>. Enter the email address you used to create your registration. The system will ask you to “click here” to have a temporary password sent to your email address.

**Q: How do I view and print my invoice/confirmation?**

A: Log back into your registration at <http://www.regonline.com/woic2019> and click on the “Already Registered” link. Log in with your email address and password. On your review page, you will have the option to view and print your invoice/confirmation.

**Q: How do I update my registration?**

A: Visit <http://www.regonline.com/woic2019>, and click on the “Already Registered” link. Log in with your email address and password. If you have already completed your registration, you will be taken to a review page. Select any of the headers to update information in any of these sections. If you have not completed your registration you will be taken to the last page visited.

**Q: How do I perform a substitution?**

A: Substitutions can only be performed on completed registrations. Visit <http://www.regonline.com/woic2019>, and click on the “Already Registered” link. Log in using your email address and password. Select the option to perform a substitution. Enter the contact information of the person replacing you. Once you complete this information an email will automatically be sent to the email address provided with instructions on how the new registrant can log into his/her record to update the information. Please remind replacement to visit the record to make sure all information is correct.

**Q: How do I cancel my registration?**

A: Please review the WOIC Cancellation Refund Policy carefully before completing your cancellation. If you wish to substitute someone into your record do not cancel. Refer to the substitution section above for instructions.