

VIA-1 2012 Registration Guide

This year, we are continuing the same registration process as last year. You will be able to select your hotel room and workshops online via this site. This will make things go more smoothly during conference weekend, giving you more time to enjoy the workshops and network with other attendees. Follow this guide to complete your registration for the 2012 **Vietnamese Interacting as One Conference.**

1. **Create an account** at <http://www.via1.org/registration>. You will need to enter a valid email address so we can keep record of your choices.

2. **Pay the registration fee** by logging into your account and clicking Registration Fee. While you're logged in you can also fill out your profile and select your food choice for the banquet. We accept credit card payments through PayPal. Clicking the Buy Now button at the bottom of the page redirects you to PayPal's site where you can complete the payment.

3. **Pay the hotel fee and select your hotel room.** We've negotiated a low rate at the Kingsgate Marriott Conference Center Cincinnati, Ohio that is only available through the registration site.

Similar to the registration fee payment process, we also accept payments for the hotel through PayPal. The fee is \$25 per night per person.

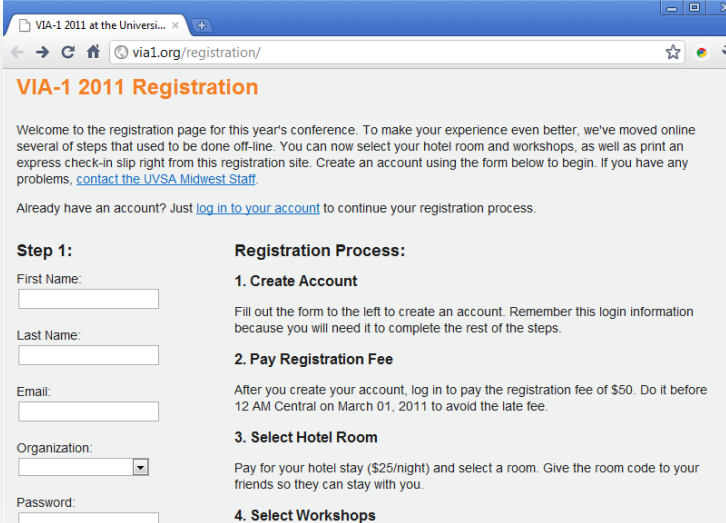
After you make the payment, you can create a room or join an existing room. If you create a room, give your friends the room code so they can join your room. If you would like to join an existing room, you will need to enter its room code.

Our contract with the Kingsgate Marriott requires us enforce the room capacity, which **is 4 persons in a room**. Please do not try to get around this because **we will conduct room checks** on both nights of the conference.

Rooms with fewer than 4 persons will be randomly filled.

4. **Select the workshops you will be attending.** A couple weeks before the conference we will post descriptions of all the workshops on the registration site. Then you can select your workshops. Having an accurate number of attendees beforehand will help us prepare the necessary facilities and materials.

5. **Print your express check-in slip.** This slip contains your unique registration number, hotel room code, and workshop selections, among other information. Bring it with you to the conference to make checking in quicker. We will have an express check-in line for those with the slip.



The screenshot shows a web browser window with the URL via1.org/registration/. The page title is "VIA-1 2011 Registration". The content includes a welcome message, a "Step 1:" section with form fields for First Name, Last Name, Email, Organization, and Password, and a "Registration Process:" section with four numbered steps: 1. Create Account, 2. Pay Registration Fee, 3. Select Hotel Room, and 4. Select Workshops. Each step includes brief instructions.