

VIA-1 2010 Registration Guide

We're doing things differently this year by allowing you to select your hotel room and workshops through the registration site. This will make things go more smoothly during conference weekend, giving you more time to enjoy the workshops and meet other attendees. Follow this guide to complete your registration for VIA-1 2010.

1. Create an account at:

<http://www.via1.org/registration/>

You will need to enter a valid email address so we can keep a 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 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 luxurious Concourse Hotel in Madison, WI 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.

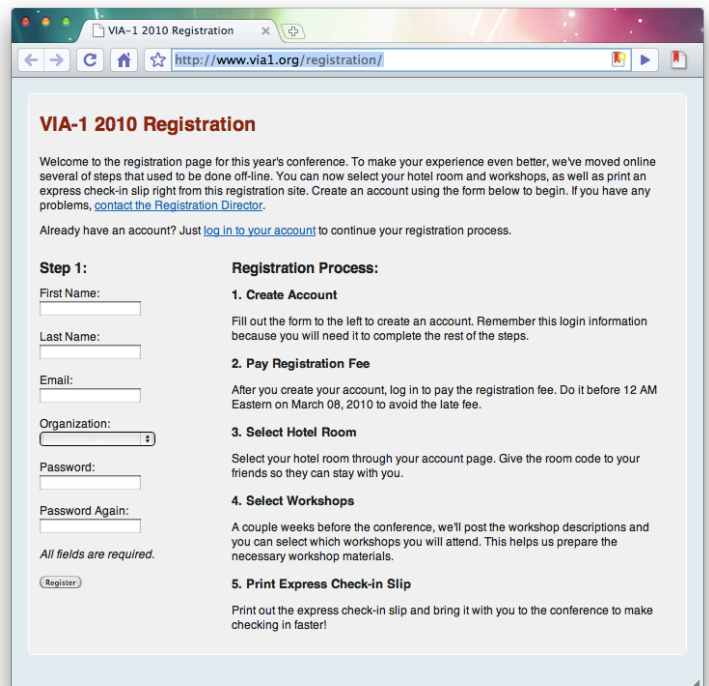
After you make the payment, you can create a room or join an existing room. If you create a room, give your friends the room code so they can your room. If you would like to join an existing room, you will need to enter its room code.

Our contract with Concourse requires us enforce the room capacity, which is **4 persons in a room**. Please do not try to get around this because it actually saves you money. The regular rate is \$180 per night. Even if you cram 6 people into a regularly priced room, the cost is \$60 per person. **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 <http://www.via1.org/registration/>. The page title is "VIA-1 2010 Registration". The content includes a welcome message, a "Step 1:" section with a registration form, and a "Registration Process:" section with five numbered steps.

Step 1:

First Name:

Last Name:

Email:

Organization:

Password:

Password Again:

All fields are required.

Registration Process:

- 1. Create Account**
Fill out the form to the left to create an account. Remember this login information because you will need it to complete the rest of the steps.
- 2. Pay Registration Fee**
After you create your account, log in to pay the registration fee. Do it before 12 AM Eastern on March 08, 2010 to avoid the late fee.
- 3. Select Hotel Room**
Select your hotel room through your account page. Give the room code to your friends so they can stay with you.
- 4. Select Workshops**
A couple weeks before the conference, we'll post the workshop descriptions and you can select which workshops you will attend. This helps us prepare the necessary workshop materials.
- 5. Print Express Check-in Slip**
Print out the express check-in slip and bring it with you to the conference to make checking in faster!