

Frequently Asked Questions: Registration

2018 National Council on Public History (NCPH) Annual Meeting

General Registration

Q: What does my conference registration include?

A: A full conference registration includes access to all working groups and sessions, the exhibit hall, public plenary, poster session, and other non-ticketed events. Registrants also receive a conference packet and badge. Special opportunities such as workshops, tours, and meal events may require additional fees. Visit the [NCPH Annual Meeting webpage](#) and check the preliminary [Program](#) for more information about these events as they become available. Online registration for the conference is open through April 4, 2018.

Registration Basics

Q: How much does it cost to register for the conference?

A:

	Early Bird (rec'd by 3/7/18)	Regular (3/8/18-4/4/18)	Onsite Only (after 4/4/18)
NCPH Member	\$175	\$199	\$199
NCPH Student Member	\$105	\$125	\$125
Nonmember	\$225	\$255	\$255
Nonmember Student	\$130	\$150	\$150
One Day	\$115	\$135	\$135
Guest*	\$38	\$38	\$38

* Guest rate is only for those who are not in the field and would not otherwise attend the meeting except to accompany the attendee.

Q: I am a Patron Member/Volunteer/Exhibitor, how do I claim my complimentary registration?

A: If you are a patron, volunteer, or exhibitor, please email ncph@iupui.edu to receive your complimentary registration code.

Q: Who can be considered a "guest"? How do I register a guest?

A: A guest is an individual who would not otherwise attend the meeting except to accompany the attendee. Guests may attend events, tours, and workshops but they will need their own ticket(s). There is an option to add your guest(s) during online registration for a guest fee of \$38.

Q: Why do some events and workshops cost an additional fee?

A: These additional fees cover event-specific costs like transportation, food, and entrance or facilitator fees.

Q: Can I register for the conference if I am not an NCPH member?

A: Yes, registration is open to members and non-members. However, members receive access to a discounted registration rate and save up to \$56.

Q: Do you offer a one-day registration rate?

A: Yes, a one-day rate of \$115 is available through March 7, 2018 and increases to \$135 after March 7, 2018. One day registrants may only attend events on the day they indicate during registration.

Q: I just want to attend one session; do I have to register for the whole conference?

A: You may register for the discounted one day rate and indicate which day you will be attending.

Q: Can I get a scholarship or award to cover the cost of attendance?

A: We offer five travel grants for graduate student members and two travel grants for new professional members to attend the conference. To learn about these and other potential cash prizes, consult the [NCPH awards page](#). Students should contact their advisor, department, student government, or other campus associations to find out if they provide travel grants for conference attendance. Professionals should consult their employers for available funding opportunities. To save on registration costs, be sure to register during the early bird registration period, which lasts through March 7, 2018. You can also save money by using our [room and ride share board](#) and by booking a [discounted room](#) in the NCPH block at the Renaissance Las Vegas. The discounted rate is available until March 29, 2018 or when the block fills, whichever comes first.

Paying for your Registration

Q: What are my payment options?

A: Credit and debit cards (through the [online registration](#)) as well as checks (mailed with [paper registration form](#) and made out to "NCPH") are accepted.

Q: Can I become an NCPH member (or renew my membership) and register for the conference at the same time?

A: Yes, click **continue shopping** after adding your membership or conference registration to your shopping cart (access the shopping cart by clicking **register now** to confirm your registration) and then add other items to your cart. You will receive the member price for your conference registration, but this discount will not be applied until you reach the payment page.

Q: Can I register for the conference and make a donation at the same time?

A: Yes, click **continue shopping** after adding either your donation or registration to your shopping cart in order to add other items before checking out. Thank you for supporting NCPH.

Q: What if I want to sponsor an event or advertise at the meeting?

A: You can purchase sponsorship or advertising opportunities when you register. These options will be made available when you click the **continue shopping** tab. Learn more about these opportunities [here](#).

Q: Can I get a receipt or invoice?

A: Yes. If you register online, a receipt will be automatically emailed to you. If you register via mail, we will email you a receipt as soon as your payment has been processed. Invoices are also available by contacting our office at ncph@iupui.edu or (317) 274-2716.

Q: Is it possible to purchase tickets or register onsite in Las Vegas?

A: Yes. You must register onsite if you've missed the regular registration period ending April 4. Some tours, workshops, and event tickets may be available for sale onsite, but pre-purchasing your tickets is the only way to guarantee a spot.

Q: Can I get a refund if I am unable to attend?

A: Refund requests must be submitted in writing via fax or email no later than April 4, 2018. Fax: (317) 278-5230 Email: ncph@iupui.edu

- 100% refund of registration fee (minus a 20% admin. fee) will be issued if cancellation request is received by March 7.
- 50% refund of registration fee will be issued if cancellation request is received between March 8 and April 4.
- No refunds will be issued for requests received after April 4.

Using the Registration System

Q: How do I register?

A: You can register online with a credit card or send a [paper registration form](#) with a check, made out to NCPH.

To register online:

- Visit <http://bit.ly/2018ncphreg>.
- Click on **Self Registration** (blue box at the bottom of the page). Sign in with your email address and password or register as a new user.
- Select the appropriate registration fee in the top bar and follow the system prompts to add additional information.

- Add a guest (optional). A guest is an individual who would not otherwise attend the meeting except to accompany the attendee.
- Choose any additional “sessions.” These are events, tours, and workshops, which our online system calls “sessions.” (All breakout sessions and working groups are included in the registration fee). You may also add these items at a later time, but keep in mind that some events fill up quickly.
- Checkout with a credit or debit card.

Tip: On the registration page, you can read a description of each tour and workshop when you click on the **sessions** tab at the top of the page!

Q: When can I register?

A: Presenters should register during the pre-registration period from mid-September through November 1. All other attendees can register online November 1 through April 4, or onsite during the conference. However, the earlier you register the more you save. See the table on the first page of this document for more details.

Q: I can't remember my password, how do I log in?

A: Contact us at ncph@iupui.edu or (317) 274-2716.

Q: How do I add events later?

A: To add ticketed events, tours, and workshops (called “sessions” in the registration system) at a later time, simply log in [here](#), select the **My Events** option from the menu bar, locate the 2018 meeting, and click **Add Sessions** on the right side.

Q: How do I register more than one person at a time?

A: Please contact us at ncph@iupui.edu or (317) 274-2716 to make arrangements for registering your group.

NOTE: To register more than one person, you will need each person’s name and contact information. If registrants want to add other events, workshops, or tours later, they can do so by logging in to the account used to pay for their original registration or by calling the NCPH office.

Q: How do I update my information (badge name, organization, address, etc.)?

A: To update your information, please contact our office at ncph@iupui.edu or (317) 274-2716.

Do you have other questions about lodging, transportation, Las Vegas, or the conference?

Please visit our [conference homepage](#) and check out our [First Time Attendee](#) guide for answers to all of your questions. You may also contact us via email: ncph@iupui.edu or phone: (317) 274-2716.