

Frequently Asked Questions about registering for the 2017 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](#) for more information on registration rates. Registration for the conference opens in early November.

Registration Basics

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

A:

	Early Bird (rec'd by 3/8/17)	Regular (after 3/8/17)	Onsite Only (after 4/5/17)
NCPH Member	\$172	\$197	\$197
NCPH Student Member	\$100	\$120	\$120
Nonmember	\$220	\$250	\$250
Nonmember Student	\$125	\$145	\$145
One Day	\$110	\$130	\$130
Guest*	\$35	\$35	\$35

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). Guests can be added on the fourth page of the online registration system and registered with a guest fee of \$35.

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 \$53.

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

A: Yes, a one-day rate of \$110 is available before March 8, 2017 and \$130 after March 8, 2017. 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: To learn about potential cash prizes and travel grants, consult the [NCPH awards page](#). Award nominations must be received by December 1, 2016 (November 1, 2016 for the Book and Kelley Awards). 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 until March 8, 2017. You can also save money by

using our room and ride share board at <http://ncph.org/conference/2017-roommateride-share-bulletin-board/> and by booking a discounted room in the [NCPH block at the Westin Indianapolis](#) by March 29, 2017.

Paying for your Registration

Q: What are my payment options?

A: Credit and debit cards (online) as well as checks (mailed) 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, just click **continue shopping** after adding either your donation or registration to your shopping cart in order to add other items before checking out.

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 Indianapolis?

A: Yes. You must register onsite if you've missed the regular registration period ending April 5th. 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 end up unable to attend?

A: Refund requests must be submitted in writing via fax or email no later than April 5, 2017. **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 8.

- 50% refund of registration fee will be issued if cancellation request is received between March 8 and April 5.
- No refunds will be issued for requests received after April 5.

Using the Registration System

Q: How do I register?

A: You can register online with a credit card. To pay by check, contact us at ncph@iupui.edu.

To register online:

- Visit <http://bit.ly/ncph2017reg>.
- Click on **Register for this Event** (blue box at the bottom of the page). Sign in with your email address and password or register as a new user. Email ncph@iupui.edu if you need to reset your password.
- Select the appropriate registration fee and follow the system prompts to add additional information.
- Choose any additional **sessions**. These are actually events, tours, and workshops which the 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.
- Add a guest (optional). A guest is an individual who would not otherwise attend the meeting except to accompany the attendee.
- Checkout with a credit or debit card

Q: I can't remember my username or 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, and click **Add Sessions**.

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 contact information and badge information. If registrants want to add other events, workshops, or tours later, they will need to 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, Indianapolis, or the conference?

Please visit our [conference homepage](#) and check out our first time attendee guide (available in November) for answers to all of your questions. You may also contact us via: Email: ncph@iupui.edu Phone: 317-274-2716