

# Frequently Asked Questions: Registration

2020 National Council on Public History (NCPH) Annual Meeting

## General Registration Basics

### Q: What does my conference registration include?

A: A full conference registration includes access to all working groups and sessions, the exhibit hall, the public plenary, the poster session, and other non-ticketed events. Registrants also receive a conference *Program* and badge. Special experiences such as workshops, tours, and meal events may require additional fees. Visit the [NCPH Annual Meeting webpage](#) for more information about these events and the preliminary digital [Program](#). Online registration for the conference is now open through March 4, 2020.

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

A:

	Early Bird (rec'd by 2/5/20)	Regular (2/6/20-3/4/20)	Onsite Only (after 3/4/20)
<b>NCPH Member</b>	\$180	\$205	\$218
<b>NCPH Student Member</b>	\$110	\$130	\$140
<b>Nonmember</b>	\$230	\$250	\$275
<b>Nonmember Student</b>	\$135	\$155	\$165
<b>One Day</b>	\$120	\$140	\$150
<b>Guest*</b>	\$40	\$40	\$44

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

Early bird registration ends February 5, 2020. Regular pre-registration ends March 4, 2020. Beginning March 5 it will be necessary to register onsite at the conference, and this year there will be a fee hike associated with late/onsite registration to cover the increased work associated with processing onsite registrations.

### 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](mailto:ncph@iupui.edu) to receive your complimentary registration code. You will be contacted by the NCPH office in the fall with your codes even if you do not reach out.

### 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. There is an option to add your guest(s) during online registration for a guest fee of \$40. Guests may also attend events, tours, and workshops, but they will need their own ticket(s). (If you've already registered, you can still go back and add a guest: just [log in here](#), click on "My Events," and then select "Add Guest.")

### 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. Sponsorships often help us meet some, but not all, of these costs.

**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 \$50.

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

A: Yes, a one-day rate of \$120 is available through February 5, 2020; this increases to \$140 after February 5, 2020. After March 4, 2020, onsite one-day registration is \$150. 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. If you accidentally select the incorrect day upon registering, you can email [ncph@iupui.edu](mailto:ncph@iupui.edu) to provide the correct day.

**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 February 5, 2020. You can also save money by booking a [discounted room](#) in the NCPH block at the Westin Peachtree Plaza. The discounted rate is available until February 26, 2020 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**, open only to presenters until November 1) as well as checks (mailed with the [paper registration form](#) and made out to “NCPH”) are accepted. We are not able to process credit cards onsite or at the conference; at that time we can invoice you for online payment or accept a check.

**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 as well as in the **Marketing at the 2020 Annual Meeting** tab. Learn more about these opportunities at <http://bit.ly/supportNCPH2020>. Exhibit booths come with two complimentary conference registrations, making them a good choice for institutions and organizations sending multiple attendees to the conference.

**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](mailto:ncph@iupui.edu) or (317) 274-2716.

**Q: Is it possible to register or to purchase tickets for events or tours onsite in Atlanta?**

A: Yes. You must register onsite if you've missed the regular registration period ending March 4, and there is a slight increase in rate for onsite registration due to the additional staff time required to facilitate this.

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 as these opportunities often sell out in advance.

**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 March 4, 2020.

**Fax:** (317) 278-5230 **Email:** [ncph@iupui.edu](mailto:ncph@iupui.edu)

- 100% refund of registration fee (minus a 20% admin. fee) will be issued if cancellation request is received by February 5.
- 50% refund of registration fee will be issued if cancellation request is received between February 6 and March 4.
- No refunds will be issued for requests received after March 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 (which will be released publicly in early November) with a check, made out to NCPH.

To register online:

- Visit <http://bit.ly/NCPH2020reg>.
- 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 (full conference, student full conference, or single day) and follow the system prompts to the next page to add additional information.

- Now, choose any additional “**sessions.**” These are events, tours, and workshops, which our online system calls “sessions.” (All actual concurrent breakout sessions and working groups are included in the base registration fee and do not require additional registration). You may also add these items at a later time, but keep in mind that some events fill up quickly.
- At this point, you can add a guest (optional). A guest is an individual who would not otherwise attend the meeting except to accompany the attendee.
- Finally, check out with a credit or debit card.

**Tip:** On the registration page, you can read a description of each tour, event, 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 September 15 through November 1. All other attendees can register online from early November through March 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: You can reset your password via [the log in page of our database](#) by clicking “Forgot your Password?” However, this password reset feature can be buggy; if it doesn't work, contact us at [ncph@iupui.edu](mailto:ncph@iupui.edu) or (317) 274-2716 so we can reset it for you.

**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 2020 meeting, and click **Add Session(s)** on the right side.

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

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

**NOTE:** To register more than one person, each person will need to fill out the registration form. 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](mailto:ncph@iupui.edu) or (317) 274-2716.

**Do you have other questions about lodging, transportation, Atlanta, 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](mailto:ncph@iupui.edu) or phone: (317) 274-2716.