

Frequently Asked Questions: Registration

2023 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, plenaries, 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](#) page and check the preliminary [Program](#) for more information about these events as they become available. Online registration for the conference is open through March 29, 2023.

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

A:

	Early Bird (12/14/22 - 3/1/23)	Regular (3/2/23 - 3/29/23)	Late/Onsite (after 3/29/23)
NCPH Member	\$185	\$225	\$250
Nonmember	\$235	\$285	\$299
Student	\$108	\$135	\$150
Un-/Under-Employed, Community Participant, or Public History Adjacent	\$108	\$135	\$150
One Day	\$120	\$140	\$160
Guest*	\$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.*

Q: I am a patron or partner member/volunteer/exhibitor. How do I claim my complimentary registration?

A: If you are a patron or partner, 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. 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).

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.

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

A: Yes, a one-day rate of \$120 is available through March 1, 2023, and increases to \$140 after March 1, 2023. The rate when registering onsite increases to \$160. 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 to provide the correct day.

Q: Are there ways to save on the cost of attendance?

A: If you are a student, you can apply to be a volunteer at the conference. Volunteers receive a free conference registration in exchange for working one four-hour shift. For more information about requirements, visit the [Volunteering](#) page.

To save on registration costs, be sure to register during the early bird registration period, which lasts through March 1, 2023. You can also save money by booking a [discounted room](#) in the NCPH block at the Hyatt Regency Atlanta. The discounted rate is available until March 22, 2023, or when the block fills, whichever comes first.

The deadline for the 2023 conference has passed, but 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.

Paying for Your Registration

Q: What are my payment options?

A: Credit and debit cards (through [online registration](#)) as well as checks (made out to “NCPH” and mailed with a note that you registered using this [registration form](#)) are accepted.

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

A: The system does not process memberships and event registrations at the same time. If you are a member, please login [here](#) to renew your membership before registering for the conference. If you are not a member but would like to become one, follow the registration process [here](#) before registering for the conference.

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

A: The system does not process donations and event registrations at the same time. After registering for the conference, navigate to the [“Donate”](#) tab to make a donation. 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. Go through the registration pages, including clicking “Proceed to Confirmation” after putting in your credit card information. On the final page, click “Edit Cart” and then “Continue Shopping.” You can purchase a sponsorship, exhibit booth, or advertisement and add it to your cart before checking out. Learn more about these opportunities [here](#). 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 or (317) 274-2716.

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

A: Yes. You must register onsite if you’ve missed the regular registration period ending March 29, 2023. 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 to ncph@iupui.edu no later than March 29, 2023.

- 100% refund of registration fee (minus a 20% administration fee) will be issued if cancellation request is received by March 1, 2023.
- 50% refund of registration fee will be issued if cancellation request is received between March 1 and March 29, 2023.
- No refunds can be issued for requests received after March 29, 2023, except in the case of a positive COVID-19 test from the attendee or someone the attendee lives with.

Using the Registration System

Q: How do I register?

A: You can register online with a credit or debit card or fill out this [registration form](#) and send us a check, made out to “NCPH.”

To register online:

- Visit <https://community.ncph.org/>.
- If you are a member, log in before proceeding (and renew your membership if necessary; you cannot pay for membership renewal and conference registration in the same transaction).
- Click “2023 Annual Meeting” under the “Calendar” heading.
- Click the pink “Register” button.
 - If you are already registered, you should see a pop-up with the options “Modify an Existing Registration” and “Add a New Registration.” Select the “Modify” option to add events to your registration.
 - If you have not registered, you will be directed to the registration page.
- Enter your information on the page. Then, click the pink “Next” button or navigate to the “Attendee Selections” tab.
- On the “Attendee Selections” tab, select the appropriate registration fee. Then, select any tours, workshops, and special events you would like to attend. For most events (anything with a fee), you will need to select two checkboxes: the one for the event itself and the one for the ticket associated with it (appears after selecting the first checkbox).
- If you are only registering for one person or adding events after registering, click the pink “Save & Finalize Registration” button.
- Finally, checkout with a credit or debit card.

Tip: On the registration page, you can read a description of each tour, workshop, and special event by clicking on the file folder to the right of the event name!

Q: When can I register?

A: All attendees can register online through March 29, 2023, 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: If you are a member, to add ticketed tours, workshops, and special events at a later time, log in [here](#) and click “2023 Annual Meeting” under the “Calendar” heading. If you click the pink “Register” button, you should see a pop-up with two options. Select “Modify an Existing Registration” and click on the “Attendee Selections” tab. You can add events on this tab. For most events (anything with a fee), you will need to select two checkboxes: the one for the event

itself and the one for the ticket associated with it (appears after selecting the first checkbox). Then, click the pink “Save & Finalize Registration” button and checkout to pay for these additions.

If you registered as a guest please email Membership Coordinator Stasia Tanzer at atanzer@iu.edu for assistance.

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. 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 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 your questions. You may also contact us via ncph@iupui.edu or (317) 274-2716.