

# NCPH Presenter Registration Guide

## NCPH 2025 Registration Rates

Registration Rates	Presenter 9/15/24- 11/1/24	Early Bird 11/1/24- 1/29/25	Regular 1/30/25- 3/12/25	Onsite 3/26/25- 3/29/25
General NCPH Member Rate	\$176	\$176	\$220	\$240
General Nonmember Rate	\$244	\$244	\$305	\$325
Student, Un/Under-Employed, & Community Participant Rate	\$120	\$120	\$145	\$160
One Day Rate	\$90	\$90	\$110	\$120
Guest Rate	\$50	\$50	\$50	\$65

## Frequently Asked Questions

### Q1: When do I need to register?

**A1:** The presenter registration deadline is **November 1, 2024**. If you need an extension to this deadline, please email NCPH Program Manager Meghan Hillman at [meghillm@iu.edu](mailto:meghillm@iu.edu).

### Q2: Where do I register?

**A2:** Find presenter registration at <https://community.ncph.org/event/NCPH2025>.

### Q3: How do I know which registration rate is the correct one?

**A3:** Here's a brief guide to the registration rates:

- If you're an NCPH member, register using the **NCPH 2025 General Registration** rate. As long as you are logged into your member account, you will automatically be charged the rate that is appropriate for your membership level. Email [ncph@iu.edu](mailto:ncph@iu.edu) if you need help getting into your member account.
- If you're not an NCPH member but you are secure in your public history employment, select the **NCPH 2025 General Registration** rate to pay the general nonmember rate. (We are grateful to those who pay full price for registration, as it helps us subsidize the reduced rate for our most vulnerable attendees!)
- If you are not a member but you are one of the following: a student; unemployed or employed part-time; not secure in your public history employment; or you work outside the public history and history fields, we welcome you to avail yourself of the reduced **Nonmember Student, Un/Underemployed, and Community Participant** rate.
- If you only plan to attend for one day of the conference, likely your date of presentation, use the **2025 One Day** rate. If you know which day, specify that on the registration form. If you don't know yet what day you're presenting, you can leave it blank and we will fill it out for you.

- If you're bringing a **guest** with you—a spouse, partner, friend, kid, etc. who is not a public historian and is just there to accompany you, but may want to check out a session or two or join you on a tour—please email [ncph@iu.edu](mailto:ncph@iu.edu). We'll send you a link to a separate form and your guest can fill that out (or you fill it out for them) and add any special events they'll join you for.

#### **Q4: What does my registration cover?**

**A4:** You'll get access to all concurrent sessions at the conference in Montréal; access to all working group sessions that are open to attendees; access to the Montréal exhibit hall; access to all common networking spaces; and entrance to any free and open events like the Poster Session and our public plenary. This covers the majority of conference content!

What it excludes: workshops, tours, and select ticketed events must be added on to your registration separately. Some of these have additional fees because we need to cover additional costs; others are free, but we need to get an accurate headcount for food and beverage orders and room capacities.

#### **Q5: What if I want to pay for the registrations of several presenters on my session? Or, what if multiple presenters on my session are from the same institution and our employer wants to pay for all of us in one payment?**

**A5:** This is what we call a group registration, and we can arrange it! Instead of registering via the online portal, please email Program Manager Meghan Hillman at [meghillm@iu.edu](mailto:meghillm@iu.edu). You'll be directed to a separate form where you can provide your registration information without immediate payment and give us instructions for who to invoice for the group and how they'd like to pay.

#### **Q6: How can I add a tour or event to my registration later?**

**A6:** We anticipate that tours will be added to the registration system by October 10, 2024. It's also likely that more workshops and events will be added between now and the general registration opening date of November 1. In email communications with presenters, we'll let you know when there are additions so you can add them to your registration.

To add something to your existing registration, log into your account via <https://community.ncph.org/>, click "Manage Profile" on the right-hand sidebar, navigate to "Payments and History" from the selections along the left-hand side, and then click "Event Registrations." This will show you what you've already registered for, and by clicking the pencil to the left of the 2025 Annual Meeting you can add additional events and pay for them.

If you experience any issues with this process, you can also email [ncph@iu.edu](mailto:ncph@iu.edu) and we will add events to your registration on your behalf and invoice you for them.

#### **Q7: Can I purchase a membership and register for the conference at the same time?**

**A7:** Yes! If you are not already logged in but click "Register," a page will open prompting you to login. If you are eligible to renew (you can renew up to 90 days before your expiration date, and anytime after), the system will then ask if you'd like to also renew your membership. If you elect to do so, an invoice will be generated for your *current* membership level. For example, if you are an Individual member you will renew at the Individual level. If you'd like to move up a level, such as to Sustaining, you must renew separately (with our thanks for your added support for our work and community). Once you select to

continue, you'll be taken through the registration form and your membership renewal will be added to your store cart. You will purchase it all together at the end, and two invoices will be generated: one for your conference registration, and one for your membership renewal.

**Q8: Can I donate and register for the conference at the same time? How is that donation used by NCPH?**

**A8:** Yes! This year, we've added a *thoroughly optional* donation mechanism to the annual meeting registration. The "session" Donate to NCPH provides three tiered donation options (\$10, \$25, and \$50). If you can donate in this way, your donation will be used to help subsidize the reduced registration rate for students, un- and under-employed public historians, and community and grassroots participants in the conference—with our gratitude. As with any other donation you make to NCPH, it's tax-deductible, and you'll receive a separate receipt via email to use for tax purposes.

**Q19: What do you mean by "accessibility accommodations?"**

**A9:** In that section of the registration form, we want to know anything that might impact you from having a great conference experience and which we might be able to help with. Examples might include: you need to arrange for ASL interpretation for select sessions; you have a food allergy or intolerance and want to make sure food is labeled with your allergen; you anticipate bringing a service dog. If you need to bring someone to the conference with you to act as an aid or carer, please email [meghillm@iu.edu](mailto:meghillm@iu.edu) directly to arrange for a complimentary registration for that person.

**Q10: What's up with all the privacy questions?**

**Q10:** These questions keep us in compliance with national and international privacy regulations, notably the General Data Protection Regulation (GDPR) and the California Consumer Privacy Act (CCPA). We need to know how we can and cannot use your contact information and likeness. The only obligatory box to check here is for the first one, "NCPH may contact..." so we can perform the basics of conference organization (like making your badge or emailing you our "What to Know Before You Go" email in March).

We appreciate it when you let our exhibitors and sponsors contact you, but it's not obligatory—just know that if you agree to this, they are only allowed to email you twice, once before the conference and once after, and are not legally permitted to retain your contact info for future emails.

**Q11: What's the difference between a "Session" and a "Ticket," and why do I have to select both for some events?**

**A11:** In our registration database, a session is anything extra you can add in addition to the base registration. This includes free events and paid events. If an event is free, all you have to do is check the box to receive a ticket. If the event has an additional fee attached, you must both check the box *and* select the attached fee. If the additional fee is required, you won't be able to complete your registration without checking both.

Confusingly, actual sessions in the way we speak of them at conferences—meaning the concurrent sessions which form the bulk of the program—all come with the cost of the base registration and do not need to be selected separately. If we could change this language in the registration database we would!

## Reg Deadlines to Know

- **September 15, 2024:** Registration opens for accepted presenters, who will have a six-week window to register before general registration opens. Presenters who cannot register on that timeline should email Program Manager Meghan Hillman at [meghillm@iu.edu](mailto:meghillm@iu.edu) to arrange an extension.
- **October 10, 2024:** Tours added to registration; presenters informed of presentation date and time.
- **November 1, 2024:** Registration opens to all at the early bird rates.
- **January 30, 2025:** Registration rates go up, marking the regular registration period.
- **March 12, 2025:** Final day to register in advance; all registrations after this date will be processed onsite.
- **March 26-29, 2025:** Attendees may register onsite for NCPH 2025.

## Refunds

With one exception noted below, refund requests must be submitted via email no later than March 12, 2025 to [ncph@iu.edu](mailto:ncph@iu.edu).

- 100% refund of registration fee (minus a 20% administration fee) will be issued if cancellation request is received by January 29, 2025.
- 50% refund of registration fee will be issued if cancellation request is received between January 30 and March 12, 2025.
- After March 12, 2025, we will only issue refunds for attendees who have tested positive for COVID-19 (or live with someone who has) and cannot travel to Montreal safely.