INSTRUCTIONS FOR REGISTERING FOR AND
PAYING FOR CONFERENCE ATTENDANCE

Once you have paid for IAFA membership, you may register for the next conference. This process involves fewer screens than membership creation or renewal.

STEP 1: Choose to Register

On the EVENTS page, you will see a list of upcoming events. There should be only one. Choose *Register*.

STEP 2: Identify yourself and confirm your humanity.

Fill in your email address and the CAPTCHA. Then choose Next.

STEP 3: Choose your registration option.

All valid options for the time period and your membership status will appear. If early registration is available, you should take it. If you are an invited author or are receiving a special concession, you will have been given a code to use to unlock those registration options after you choose. To continue, choose *Next*. To return to the previous screen, choose *Back*. To cancel this process, choose *Cancel*.

STEP 4: Fill out or verify contact information.

This information pertains to the conference attendee—not necessarily the person or organization that will pay for the conference. Make any appropriate changes and scroll down.

ICFA 35 "Fantastic Empires"   📅 Add to my calendar

Event	ICFA 35 "Fantastic Empires"
	19 Mar 2014 - 23 Mar 2014
	Location: Orlando, FL
Registration type	R01 Regular Member Early Registration - $110.00
Total amount	$110.00 (USD)

Enter registration information   * Mandatory fields

First name(s) `George P. Burdell`
If you are maintaining this record for a person, key the first name here. Otherwise, leave this blank.

Last name or organization name `Starfleet Academy`
If you are maintaining this record for a person, key the last name here. If for an organization, key the entire organization name here.

Preferred Name `George`
This will be used for name tags, among other things.

Contact type ⊙ Organization
⦿ Person

Contact Information

e-Mail [   ]
Phone [   ]
Website [   ]

Postal Address

Address1 `1000 North Avenue`
First line of street address

Address2 [   ]
Second line of street address

Address3 [   ]

City `Atlanta`
City and postal code if normally included in that country

State/Province `GA`
State/province/territory, also postal code if normally included in that country

Postal Code `30332`
Postal Code if it normally follows city

Country `United States` ▾

STEP 5: Choose conference options.

Make any appropriate changes to meals, other events, and souvenirs and scroll down.

Meals

Thursday Guest of Honor Luncheon
- ● 1 ticket $38.00 (USD)
- ○ 2 tickets $76.00 (USD)
- ○ 3 tickets $114.00 (USD)
- ○ 4 tickets $152.00 (USD)
- ○ I am not attending this event. $0.00 (USD)
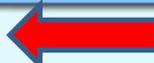
Tickets for the Luncheon are $38/each if purchased before the 3/12. They are $48/each, if available, if they are purchased on-site.

This person will attend the Thursday Luncheon.

Friday Guest Scholar Luncheon
- ● I will attend alone. (Fee included in registration.) $0.00 (USD)
- ○ I am an invited author attending alone $0.00 (USD)
- ○ 1 additional ticket $38.00 (USD)
- ○ 2 additional tickets $76.00 (USD)
- ○ 3 additional tickets $114.00 (USD)
- ○ 4 additional tickets $152.00 (USD)
- ○ I am not attending this event. $0.00 (USD)
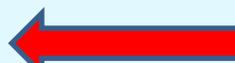
A non-transferable luncheon ticket is included with conference registration. Additional tickets are $38/each if purchased before 3/12. They are $48/each, if available, if purchased on-site. If you are not coming to the luncheon, please indicate that.

One ticket to the Friday Guest Scholar Luncheon is included with registration.

If you do not intend to attend this event, please indicate that here so the hotel will not set a place.

Saturday ICFA Banquet
- ● 1 ticket $50.00 (USD)
- ○ 2 tickets $100.00 (USD)
- ○ 3 tickets $150.00 (USD)
- ○ 4 tickets $200.00 (USD)
- ○ I am not attending this event. $0.00 (USD)

This person will attend the Saturday Banquet.

Tickets for the Saturday Banquet are $50/each if purchased before 3/12. They are $60/each, if available, if purchased on-site.

Make any appropriate changes and scroll down.

Other Events

Sunday Excursion
- ● No Sunday excursion ticket $0.00 (USD)
- ○ 1 Sunday excursion $65.00 (USD)
- ○ 2 Sunday excursion tickets $130.00 (USD)
- ○ 3 Sunday excursion tickets $195.00 (USD)
- ○ 4 Sunday excursion tickets $260.00 (USD)

This person is not attending the Sunday excursion.

Excursion to Kennedy Space Center. The cost will be $65 which includes transportation and admission. Buses will leave at 9am and return to the hotel at 6pm.

STEP 6: Choose souvenirs.

Make any appropriate changes and scroll down.

Souvenirs.

T-shirt (specify sizes)
- ○ No T-shirt $0.00 (USD)
- ◉ 1 T-shirt $20.00 (USD) ← This person is ordering 1 T-shirt.
- ○ 2 T-shirts $40.00 (USD)
- ○ 3 T-shirts $60.00 (USD)
- ○ 4 T-shirts $80.00 (USD)

See http://iafa.highpoint.edu/annual-conference/next/icfa2014shirt_upload/ for a picture of the image for this year's souvenirs. If you are buying T-shirt(s), specify the size for each.

T-shirt sizes (S, M, L, XL, 2XL, 3XL, 4XL, 5XL)
[L] ← Here is where you indicate the size. If you ordered a medium and a large, you could key 1M, 1L, for example.

Lady's Fitted T-shirt
- ◉ No lady's fitted T-shirt $0.00 (USD)
- ○ 1 lady's fitted T-shirt $25.00 (USD)
- ○ 2 lady's fitted T-shirts $50.00 (USD)
- ○ 3 lady's fitted T-shirts $75.00 (USD)
- ○ 4 lady's fitted T-shirts $100.00 (USD)

See http://iafa.highpoint.edu/annual-conference/next/icfa2014shirt_upload/ for a picture of the image for this year's souvenirs. If you are buying lady's fitted T-shirt(s), specify the size for each. ← Click on this link to see the artwork for this year's shirts and totes.

Lady's fitted T-shirt sizes T-shirt sizes (XS, S, M, L, XL)
[ ]

Small Tote
- ◉ No small tote $0.00 (USD)
- ○ 1 small tote $20.00 (USD)
- ○ 2 small totes $40.00 (USD)
- ○ 3 small totes $60.00 (USD)
- ○ 4 small totes $80.00 (USD)

See http://iafa.highpoint.edu/annual-conference/next/icfa2014shirt_upload/ for a picture of the image for this year's souvenirs.

Large tote
- ◉ No large tote $0.00 (USD)
- ○ 1 large tote $30.00 (USD)
- ○ 2 large totes $60.00 (USD)
- ○ 3 large totes $90.00 (USD)
- ○ 4 large totes $120.00 (USD)

See http://iafa.highpoint.edu/annual-conference/next/icfa2014shirt_upload/ for a picture of the image for this year's souvenirs.

STEP 7: Choose Invited Author options (if appropriate.)

If you are an invited author, that is, if you were given the secret code to register as an invited author, you may choose either an ICFA tote or T-shirt or lady's fitted T-shirt *in lieu of* the Friday meal. If you aren't just leave this selection as-is. To continue, choose *Next*. To return to the previous screen, choose *Back*. To cancel this process, choose *Cancel*.

STEP 8: Confirm and proceed to payment.

Make sure that your registration type is correct and that the extra costs and amount are what you expect. (Even if you find they aren't later, you can back up and change them.) To continue, choose *Next*. To return to the previous screen, choose *Back*. To cancel this process, choose *Cancel*.

STEP 9: Confirm yet again before proceeding to payment.

This is the last screen you will see before proceeding to PayPal. If you want to see an itemized invoice that you can print, click on the indicated Invoice number. To continue, choose *Next*. To return to the previous screen, choose *Back*. To cancel this process, choose *Cancel*.

STEP 10: Choose method of payment.

This is the first screen in the PayPal system, which we use to process all on-line payments. If you have a PayPal account and want to use it to pay, verify your email address, type your PayPal password and choose Log In. Otherwise, click on *Don't have a PayPal account?* To leave PayPal without paying, click on *Cancel and return…* at the bottom of the screen.

STEP 11: Choose method of payment.

This is the main screen in the PayPal system. Key in your *card information* (which might differ from the registrant's information) and provide or verify any other information on the screen. Click on *Pay* to proceed with payment. You may have to click a few more times to indicate that you are sure you want to pay. To leave PayPal without paying, click on *Cancel and return…* at the bottom of the screen.