

2019 Annual Conference Registration Info & A Step-by-Step Guide

Good to know before you register:

- 1) Must be logged into your personal account in order to see discounted member pricing.
- 2) Must expand each day to view the events/sessions/meals of that day.
- 3) Attendees need to select all events/sessions/meals they wish to attend. If something is not included the system will tell you how much that additional event is.
- 4) At the time you register please select all PDH sessions in order to receive PDH credit.
- 5) Upon completing registration and email confirmation with hotel reservation link and an email receipt will be sent to the email address that was provided by registrant.

Registration Fees	<i>(After July 7th add \$50 to all registration fees.)</i>
Member Registration	\$549
Retired Registration	\$349
Non-Member Registration	\$649
Student Registration	\$99
Guest Registration (All)	\$199
Member One Day Reg - Thurs or Fri	\$299
Member One Day Reg - Saturday	\$149
Non-Member One Day - Thurs or Fri	\$349
Non-Member One Day - Saturday	\$199

Annual Conference Registration Step-by-Step Guide

On the event webpage select the “register” button. You will then be taken to a landing page where you are given the option to sign in if you are a member or already have an account. If you are not a member, please select the “register as a guest” button (as shown below).



Register

Online registration is available until: 7/15/2019

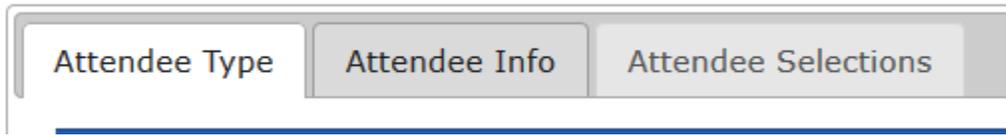
Important note for members: In order to receive the discount member price, you must be *logged into the website*. ***If this is your first time logging in or you have forgotten your password, please utilize the following link to reset your password:** [Password Reset](#)

As a reminder, your username is the email address we have on file (the email address you receive correspondents from FES/ACEC-FL/FICE). Your password is defaulted to your old member number preceded by the pound symbol (#) *unless you have changed it*.

If you are unable to login and/or receive an error message after utilizing the above instructions, please reach out to us at seminars@fleng.org to confirm your membership.

Continue with step by step instructions on the next page.

Afterwards, you will need to complete the three subsequent tabs: attendee type, attendee info, and attendee selections.



First Tab: Attendee Type

On the first tab, please select the corresponding attendee type, then press “next” yellow box



PLEASE SELECT ONE OF THE FOLLOWING

- 1) **Full Conference Registration: Attending the full conference**
- 2) **Thursday Only Registration: Attending Thursday sessions only**
- 3) **Friday Only Registration: Attending Friday sessions only**
- 4) **Saturday Only Registration: Attending Saturday sessions only**
- 5) **A La Carte: Attending social events only**
- 6) **Event Sponsor: Sponsor of the Annual Conference**
- 7) **Event Exhibitor: Exhibitor at the Annual Conference**

Next

Second Tab: Attendee Info

Afterwards you will be asked to complete the registration information; if you are logged in it should be auto populated with the information, we have in your member profile.

**Note: If you register a guest (more information about this on page 7) you will need to type “n/a” for the title and company.*

Third Tab: Attendee Selection

If you are a member, and logged into the system, the price reflects the member discount (for example: \$549 early bird price for a full membership). A breakdown of all of our registration prices is listed on the [main event page](#).

First, select the corresponding ticket:

PLEASE SELECT ONE OF THE FOLLOWING (REQUIRED)

2019 Annual Conference Full Registration Regularly: ~~\$649.00~~ **Your Price: \$549.00**

Second, if you so choose, you can give money to support student involvement at Annual Conference. You can give in \$25 increments. For example, if you write “2” in the box it will show as a \$50 donation, “4” will show a \$100 donation.

RELATED PRODUCTS		
QUANTITY	DESCRIPTION	
<input type="text"/>	Adopt-A-Student \$25	Price: \$25.00
<input type="text"/>	Adopt-A-Student \$50	Price: \$50.00
<input type="text"/>	Adopt-A-Student \$75	Price: \$75.00

Third, select everything you wish to attend

You will need to select which session you plan on attending. Please note the system only automatically expands the first day; as such you will need to manually expand the other days to make your selections. To expand, simple select the date and the options will appear

The screenshot shows a selection interface with a blue header: "PLEASE SELECT ANY SESSIONS YOU WISH TO ATTEND". Below the header, the days of the event are listed in a table-like format. The first row, "Wednesday, July 24, 2019", is circled in green and has a green arrow pointing to it from the label "Expanded". Under this date, two sessions are listed with checkboxes: "FEF Golf Tournament" and "FPLG & FEF Dinner Fundraiser". The subsequent rows are "Thursday, July 25, 2019", "Friday, July 26, 2019", and "Saturday, July 27, 2019". The "Friday, July 26, 2019" row is circled in purple and has a purple arrow pointing to it from the label "Not Expanded". The text "VS." is placed between the "Expanded" and "Not Expanded" labels.

Day	Session
Wednesday, July 24, 2019	<input type="checkbox"/> FEF Golf Tournament
Wednesday, July 24, 2019	<input type="checkbox"/> FPLG & FEF Dinner Fundraiser
Thursday, July 25, 2019	Starts Ends
Friday, July 26, 2019	Starts Ends
Saturday, July 27, 2019	Starts

To expand, simply select the date and the options will appear (images below reflect what this will look like)

Before:

FPEG & FEF Dinner Fundrais

Thursday, July 25, 2019	Starts Ends
Friday, July 26, 2019	Starts Ends

After:

FPEG & FEF Dinner Fundraiser

Thursday, July 25, 2019

Exhibit Area Continental Breakfas

Opening Keynote and Officer Inst:

You can see the option for Thursday are now available

A few considerations as you complete this section.

First, several events have tickets associated with them and fall into one of two categories:

- Events included as part of a full registration package
- Special events that have additional costs associated with them

**Note: you must check both the square box then select the actual ticket (round circle). If you don't you will be unable to proceed to the confirmation and payment pages.*

Example of an event included as part of the full registration package:

FES Membership Appreciation Dinner 7:00:00 PM 9:00:00 PM

PLEASE SELECT ONE OF THE FOLLOWING (REQUIRED)

20 FES Membership Appreciation Dinner

Price: \$0.00

Be sure to select this option **Price zeroed out**

Example of a special event with an additional cost:

<input checked="" type="checkbox"/>	ACEC-FL EEA Reception & Awards Banquet	6:30:00 PM	9:00:00 PM
PLEASE SELECT ONE OF THE FOLLOWING (REQUIRED)			
<input checked="" type="radio"/>	2019 ACEC-FL Reception & EEA Awards Banquet		Price: \$150.00
<input type="radio"/>	2019 ACEC-FL Reception & EEA Awards Banquet - Table of 8		Price: \$1,000.00



Special Event with additional cost

Second, if you wish to obtain PDH/continuing education credit you must **pre-select** which courses you want to attend as part of the Annual Conference. We will use each respective educational session to confirm you attended so if you do not pre-select which courses you are attending, we will not be able to confirm your attendance and award PDH credit

You can use the [hyperlink](#) to review the [full list of sessions](#) for the entire Conference.

If you have only selected a one-day option then only the corresponding events on that given day will be available for you to select.

If you are responsible for registering your boss or employees at your office, we strongly recommend printing [the list of sessions](#) and having them select what they wish to attend prior to completing their registration.

Continue to [next page](#) for information regarding [guest registration or a la carte option](#).

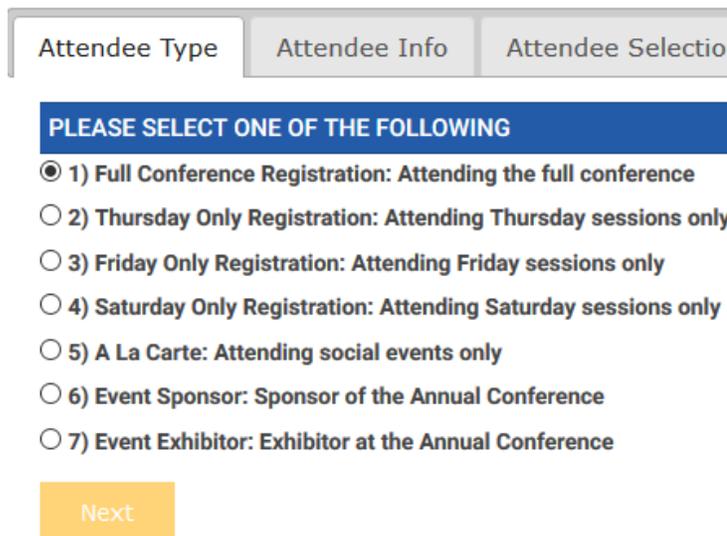
Continue to [page 8](#) for information regarding [finalizing your registration/payment](#).

Once these tabs are complete you can either select “save and add another attendee” to add additional representatives from your office OR add a guest registration. A guest registration is contingent on a full registration package. If you selected a one-day registration you can add additional special events via the “a la carte” registration type.

To register a guest (defined as a spouse, child, or extended family): select the “save and add another attendee” button.



This will take you back to the first tab.



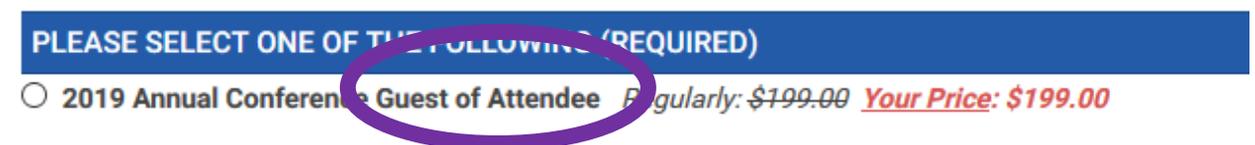
Attendee Type Attendee Info Attendee Selection

PLEASE SELECT ONE OF THE FOLLOWING

- 1) Full Conference Registration: Attending the full conference
- 2) Thursday Only Registration: Attending Thursday sessions only
- 3) Friday Only Registration: Attending Friday sessions only
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Next

Select “full conference registration”, complete the second tab with the guest’s contact information and the validation code, then proceed to the third tab which will have “Annual Conference Guest of Attendee” listed at \$199. This price includes Thursday’s Continental Breakfast, Keynote and Officer installation and Membership Appreciation Reception; Friday’s Continental Breakfast, FES Awards Luncheon, and Saturday’s Grab and Go Lunch. Guests cannot receive PDH credit.



PLEASE SELECT ONE OF THE FOLLOWING (REQUIRED)

- 2019 Annual Conference Guest of Attendee Regularly: \$199.00 **Your Price: \$199.00**

To purchase additional single-event tickets: select the “save and add another attendee” button.

Save & Add Another Attendee

This will take you back to the first tab. Select “a la carte”, complete the second tab with the guest’s contact information and the validation code, then proceed to the third tab where you can select which event you wish to purchase extra tickets for.

PLEASE SELECT ANY SESSIONS YOU WISH TO ATTEND

Wednesday, July 24, 2019

- FEF Golf Tournament
- FPEG & FEF Dinner Fundraiser

Thursday, July 25, 2019

- Practice Section Luncheon (event only)
- FES Membership Appreciation Dinner (event only)

Friday, July 26, 2019

- FES Awards Lunch and Order of the Engineer Ceremony (event only)
- ACEC-FL EEA Reception & Awards Banquet

A name must be associated with each additional ticket you wish to purchase, therefore if you need 4 extra tickets you will have to complete the process 4 times under “a la carte”. Certain events will require a check-in process which is why names are required for each ticket purchased. Also, not all events allow additional tickets as they are limited to the select luncheons and dinners.

Your second option is to select the “save and finalize registration” button to move forward to payment.

Save & Finalize Registration

This will take you to the Checkout page (step 1 of 2) where you will complete the recipient information and payment information. Then select “proceed to confirmation”.

Checkout (Step 1 of 2)

Proceed To Confirmation >>

Please note: the next page is part 2 of the checkout process – at this point you have NOT completed your event registration. You need to review this final page and at the very bottom there is a confirmation button you need to select.

Checkout (Step 2 of 2)

Complete Order

Ensure you select this button, after which, a registration confirmation with the hotel reservation details will be sent to the email address that was provided for the registrant. A payment confirmation and receipt will be sent to the email address that was provided during checkout. *Please make sure to check your spam as these are automated emails.* If you do not receive these then you have not been registered.