

REGISTRATION INSTRUCTIONS

Registration Rates

Early, Regular and On-site Rates

Registrations RECEIVED on or before September 9, 2018 will be charged at the Early Registration Rate (according to member/non-member rates).

Registration received after September 9, 2018 and on or before October 14, 2018 will be charged at the Regular Registration Rate (according to member/non-member rates). All registrations received after October 14, 2018 will be charged the On-site registration rate.

Only on-site registration will be accepted after October 14, 2018.

Member and Non-Member Rates

Current members of the American Water Works Association (AWWA) and/or the Water Environment Federation (WEF) or NC State Level Association Members (SLAM) are eligible for the member rate.

Please refer to your membership card(s) for your member number(s). We will verify membership numbers for eligibility and will return registrations for those who pay the incorrect amount. For information on joining, please refer to www.ncsafewater.org or contact the NC AWWA-WEA office at (919) 784-9030.

Student Registration Type

The Student Registration Type is intended for high school students and individuals enrolled full-time at a community college or university. Interested students should contact Corey King at Corey.King@kimley-horn.com or 704-954-7477 before October 25, 2018.

Fully Retired Member Registration Type

The Fully Retired Member Registration Type is intended for members of AWWA, WEF or NC SLAM who are retired and no longer employed in the water/wastewater industry.

Guest Registrations

A separate guest registration type is not available. Paid attendees who would like a name tag for their guest may include their guest's name with their registration. If a guest would like to attend any meal functions, the paid attendee will need to purchase additional meal tickets for the guest with their paid registration.

Refunds, Switches & Substitutions

Refund requests

Requests for refunds must be received in writing by October 14, 2018.

Refund request forms may be obtained by calling the NC AWWA-WEA office at (919) 784-9030 or downloaded from the Frequent Questions (FAQ) section of our web-

site (www.ncsafewater.org). A \$30 administrative fee will be charged for all refunds due to attendee cancellation. All refunds will be made according to the original payment method. Refunds will not be processed until the conclusion of an event. Please allow 2-3 weeks after the event to receive your refund.

Switches & Substitutions

Substitutions may be made at any point, including during registration at the event. Please inform us as soon as possible so that we have the correct paperwork, including CEU cards which can NOT be transferred, and handle any cost differences between members and non-members. Please be aware that if you choose to do substitutions during registration at the event, you will need to arrive early so that you have enough time to complete the process before the program begins.

Receipt Copies

Duplicate copies of receipts may be printed by following the link in the registration confirmation email that you receive, or logging into your profile on www.ncsafewater.org. If you need the NC AWWA-WEA office to print a duplicate form for requesting a duplicate receipt may be obtained by visiting the FAQ/ Frequent Questions page of www.ncsafewater.org or by calling (919) 784-9030.

Social Security Number

NC AWWA-WEA's event attendance/contact hour tracking program uses the last 4 digits of your SS# in conjunction with your license(s) number(s) as a unique identifier to verify who you are and to communicate to the appropriate agency when reporting your event attendance/contact hour record. We do NOT use your partial SS# for any other purpose. Your partial SS# will NOT be given out to anyone other than the appropriate reporting agency for your license. If you will not allow us to use the last 4 digits of your SS#, please indicate "refused" in the SS# blank. While we will be happy to register you, we cannot guarantee accurate tracking of your attendance at these events.

Speakers:

If you are a speaker at the Annual Conference and plan to attend your session ONLY, please contact Jennifer Port Picarella at jport@ncsafewater.org or call the main office at 919-784-9030.