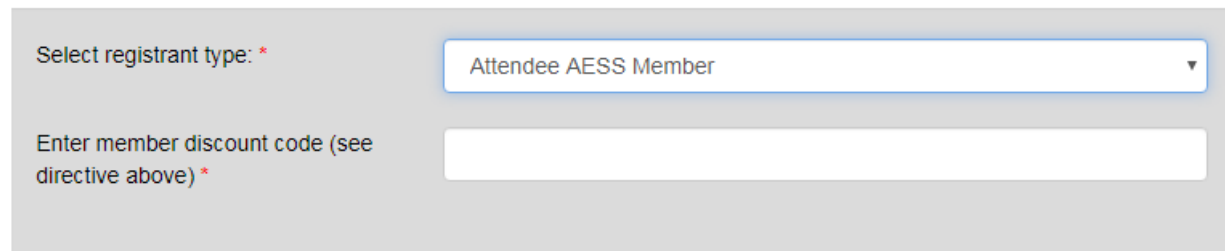


# Visual Guide to AESS Conference Registration

1. Navigate to [AESS Conference 2019: Sustainable Futures - RegOnline](#)
2. Select your registrant type. AESS members need to log in to their account at [aessonline.org](#) and click on the “discount” tab to view this year’s discount code and activate member rates for the conference.

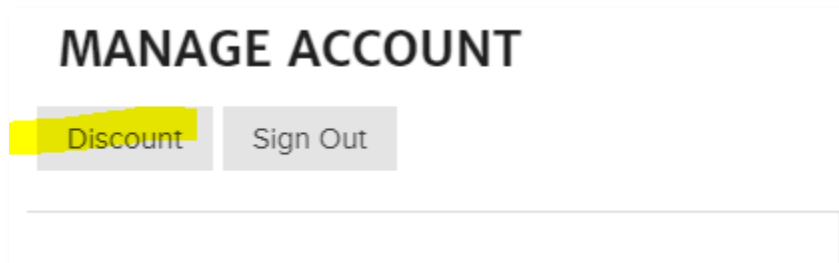
## Start Your Registration



Select registrant type: \*

Enter member discount code (see directive above) \*

registration site



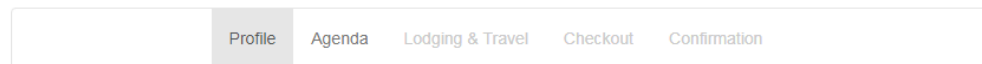
**MANAGE ACCOUNT**

**Discount** Sign Out

aessonline.org member profile

3. Continue with registration by completing the requested contact information (name, address, etc.)

## AESS Conference 2019: Sustainable Futures [\(View Details\)](#)

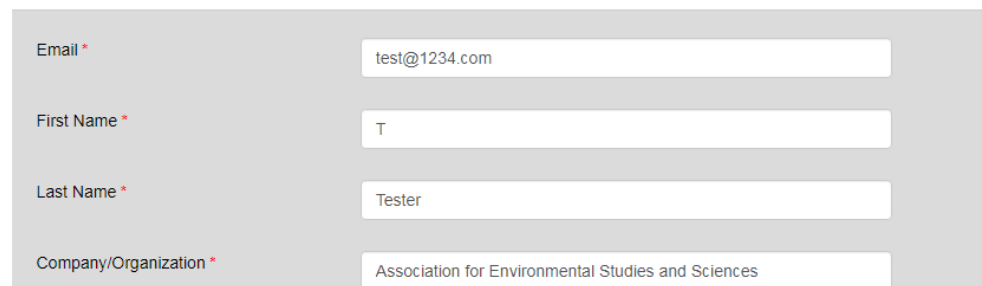


Profile Agenda Lodging & Travel Checkout Confirmation

You are registering person 2 in your group. [\(View 2 Group Members\)](#)

Apply the same responses as:

### Profile



Email \*

First Name \*

Last Name \*

Company/Organization \*

- Once on the agenda page, select your pre-conference and/or conference registration.<sup>i</sup> If you are registering for BOTH the full day Energy Education E4 pre-conference workshop AND the full conference, go to step 5. If you are not registering for both, go to step 6.
- Select **Full Day Workshop**, check **Energy Education workshop**, and select **Full Conference**. Then enter the discount directive code in the admin use only field (highlighted in the example below). You must request this code from AESS by emailing [canthon@aessonline.org](mailto:canthon@aessonline.org).

Preconference Workshops

**Will you be planning to attend preconference workshop(s)** (select below to view a listing of the workshops)?

Morning Workshop

Afternoon Workshop

Morning and Afternoon Workshop

Full Day Workshop

Not Attending Preconference Workshops

PLEASE SELECT THE FULL DAY WORKSHOP YOU ARE INTERESTING IN ATTENDING.

[Energy, Earth and Environmental Education - A Community-Building Workshop](#)

Details

Price: \$45.00

Date: Wednesday, June 26, 2019 9:00 AM - 4:00 PM (Eastern Time)

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AESS Conference 2019: Sustainable Futures

**Please make your conference selection.**

Full Conference

Individual Day

Not Attending Conference

- Once you have made your pre-conference and/or conference selections, choose your dining options. Select **“Eating elsewhere”** for any meal you will not be in town for or not wish to partake in during the event.<sup>ii</sup>

**Please make a Wednesday lunch selection: \***

Campus Dining Card: \$15.00

Eating elsewhere

Date: Wednesday, June 26, 2019 12:00 PM - 1:00 PM (Eastern Time)

Networking Reception, Welcome and Opening Keynote Speech. **Please select if you plan to attend the reception. \***

Yes

Yes, and I plan to bring a guest: \$20.00

No

Date: Wednesday, June 26, 2019 4:00 PM - 7:00 PM (Eastern Time)

7. Select if you plan to attend a field trip. Use the “details” link to read more about each trip.  
NOTE: Field trips are on Saturday and do not conflict with any sessions.

**Please select if you plan to attend a field trip** (select 'Attending' to view a full list with descriptions).

Attending  
 Not Attending

**PLEASE MAKE A FIELD TRIP SELECTION:**

[Sustainability Initiatives and the UCF Natural Lands \(the Arboretum\) Tour](#) (25 remaining)  
[Details](#)

[Orlando Wetlands](#) (24 remaining)  
[Details](#)

8. On the **Lodging & Travel** page you must select your accommodation choice in TWO places.<sup>iii</sup> If you are staying off-campus, you would select “I do not need accommodations” in two places as illustrated below.

Profile   Agenda   **Lodging & Travel**   Checkout   Confirmation

Lodging

Please choose a selection based on your lodging needs:

I need accommodations  
 I do not need accommodations

Other Info

PLEASE SELECT YOUR LODGING PREFERENCE: \*

I have selected on-campus accommodations and would like to be assigned with specific co-registrant(s)  
 I have selected on-campus accommodations and would like roommates assigned for me  
 I do not need on-campus lodging

9. If you would like to add more people to your registration, you may do so at this time by selecting “**Add Another Person.**” Click continue to review your registration and checkout.
10. On the checkout page you will see the details of your registration choices with prices. Continue scrolling to review the terms and conditions and make payment.

**AESS Conference 2019: Sustainable Futures** [\(View Details\)](#)

Profile
Agenda
Lodging & Travel
Checkout
Confirmation

Details

Registrant	Email	Registrant Type	Actions
▼ Carolyn Anthon <b>(Primary Registrant)</b>	canthon@aessonline.org	Student AESS Member	<a href="#">Make Changes</a>
▼ T Tester	test@1234.com	Exhibitor	<a href="#">Make Changes</a> <a href="#">Remove</a>

[Add Another Person](#)

Fees

Fee	Quantity	Unit Price	Amount
Energy, Earth and Environmental Education - a	1	\$45.00	\$45.00

11. Need more help?

**Conference Content Related Questions:**

For questions related to proposals and sessions please contact Valerie Banschbach, AESS Conference Chair, [conference@aessonline.org](mailto:conference@aessonline.org)

For questions related to sponsorship, exhibiting, registration or AESS membership please contact Carolyn Anthon, Managing Director, [support@aessonline.org](mailto:support@aessonline.org)

**Conference Registration Related Questions:**

For refund questions or to change your reservation, please contact University Event Services at 802-656-5665 ext. 2

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<sup>i</sup> Click on the “details” link under workshop titles to read about the session. NOTE: There is only one full day workshop. All other workshops are half-day sessions either AM or PM.

<sup>ii</sup> FULL conference admission includes the following: Wednesday Reception and opening keynote, breakfast Thursday-Friday, all sessions, plenary, and keynote Thurs-Friday. Lunch, the Thursday mixer, and field trips are add-ons. Thursday-only registration includes all sessions and events (except the mixer) on Thursday. Friday-only registration includes all sessions and events, even the reception, on Friday. Pre-conference only (workshop-only) attendees have the option to join in on AESS social gatherings by adding-on the Wednesday reception.

<sup>iii</sup> You will have the option to specify suitemates during this process. Reminder: on-campus housing is for persons 18+ years of age. NOTE: Beds will NOT be lofted.