



## Things you should know before registering:

### Payments:

1. You will be required to pay at the time of registration. You will be automatically directed to IUPUI's Office of Conference and Registration payment system upon completion of the Survey Monkey registration. We will only accept credit card payments or internal billing (for IU campuses only). If you have received a comp code from Indiana Campus Compact, you will be required to enter it during registration.

### Awards Gala Tickets:

1. If you are the guest of an award nominee or the guest of a hosted table, you will have received a comp code from your host. (See above).
2. If you have additional guests who wish to attend the Awards Gala, they will need to register and pay separately for the dinner ticket.

### Date & Location:

1. This year's conference will be on *Monday* and *Tuesday*, February 26-27, 2018.
2. The conference will be held at the [Marriott Indianapolis North](#), Our conference room rate is \$149. You can make reservations [online](#) or call 800.228.9290 and reference Indiana Campus Compact.

### Fine Print:

1. Registration fee refunds, less a \$50.00 processing fee, are available until January 26, 2018. We hold a no exception policy after January 26, 2018. We will not offer refunds for Gala tickets.
2. Registration will close February 18, 2018 at 11:59p.m.

### FAQ:

**Q: Do I have to set up an account for the payment system?**

A: Yes, if this is your first time using Indiana University's Office of Conference and Event Registration Services system, you will need to set-up a user account. Once an account has been created, you will be able to proceed with the process

**Q: Why doesn't the payment registration link my colleague forwarded to me work?**

A: A unique url is generated by the registration system each time the direct registration link is used. That means a link copied from his or her browser is not the direct link to registration.

**Q: Can I register more than one person?**

A: Yes, you can register as many people as you wish; however, each individual must be registered and paid for separately.

**Q: Do I have to pay for each person individually?**

A: Yes, each individual registration will require separate payments.

**Q: What kind of payment does the online payment registration system accept?**

A: You can pay by credit card or Internal billing (IU campuses). Credit card payments will show on your statement from IUBL-CONF.

For questions about payment, contact Melissa Kocias at [iuconfs@indiana.edu](mailto:iuconfs@indiana.edu) or by phone at 812-855-4224.

**Q: I have questions about my registration, who do I contact?**

A: For questions regarding registration, contact Summer Webb at [srsharp2@iupui.edu](mailto:srsharp2@iupui.edu) or by phone at 317.274.6500.

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