

Hints for a Successful Conference Registration

Online Registration

1. Online Registration will be available beginning in early December 2011. Web-based online registration provides many advantages:
 - ✓ You will immediately know if you are successfully registered for the conference. Workshops and other ticketed events will show availability on the registration screen. You will know instantly if a workshop or event is full or available.
 - ✓ A receipt will be available for immediate printing.
 - ✓ You may pay by credit card within a secure browser. We accept Visa, Master Card, and Discover.
 - ✓ All receipts, name badges, and conference registration information will be available at the conference.
 - ✓ There is less chance of error in the registration process — YOU are inputting YOUR information.
 - ✓ Visit our Website at www.csctfl.org and follow the instructions to complete your online registration. You will find it is quick and easy.
2. **Safety and Security of the Online Environment**

Current versions of Internet browsers have the ability to transmit information in an encrypted format. You can tell you have a secure browser by one of the following ways:

- ✓ Look in the web address bar: the address will change to include an “s” for example from “<http://www.yahoo.com>” to “<https://www.yahoo.com>.” This additional “s” in the front section of the address indicates that a security measure has been enacted.
- ✓ Look in the bottom right or left corner of your browser. A padlock will appear in Internet Explorer and Firefox. In Netscape Navigator, the key will become whole and not be broken in two pieces. A secure browser will be automatically triggered when you register for the conference. CSCTFL does not keep a record of your credit card information. Your personal contact and conference information is securely stored electronically.

Workshops

To avoid any scheduling conflicts, be sure to check workshop times before completing the Registration Form. Verify the number assigned to the workshop you wish to attend, and check that number in the Workshop section on the Registration Form. Workshops are available each day of the conference and may overlap with sessions and other workshops. Please plan carefully. Workshop fees must be included in addition to the conference registration fee.

Payment Policy

No purchase orders will be accepted. Full payment is expected with the Registration Form.

Deadlines

CSCTFL will strictly adhere to its deadlines in determining registration fees:

- ✓ Early registration (no later than January 16, 2011) is \$120.
- ✓ Regular registration (January 17— February 13, 2012) is \$130.
- ✓ Registrations after February 14, 2012, and on-site registrations will be \$150.

On-Site Registration

Credit cards will be accepted at the registration desk.

After February 14, 2012, you must register on-site. Refer to the conference schedule overview found in this issue for dates and times of on-site registration. The fee for on-site registration is \$150. You will need to go to the On-Site Registration Desk, complete the registration form, and wait for your badge to be prepared and other material to be distributed.

To avoid this inconvenience, please register — preferably online — before February 14, 2012.