



June 18–21, 2024 Oklahoma City, Oklahoma





## **Attendee Online Registration Tutorial**

### What do I need to register?

- WEF membership Information (Optional)
- A unique email address is required for each registrant
- A credit card (Visa, MasterCard or American Express)

## Welcome to Attendee Registration: Logging In

**Log in and Register** If the embedded hyperlink doesn't work, copy & paste: https://registration.experientevent.com/ShowWEF242/FLOW/ATT in your browser.

- You may search your WEF Account by entering your Last Name and E-mail
- You do not need to have a WEF Membership to have an account

Welcome to l	Registration!	🖀 Dashboard
	a WEF Member or Nonmember account already. Id you will be directed to register as a Nonmember.	
	ease note that <b>new members</b> may have to <b>wait 24-hours</b> before the <b>system</b> reco s the appropriate <b>member</b> pricing.	ognizes your
Others who do not have	a WEF account, choose "Continue as Not a Member."	
Continue as Nonmembe		
<ul> <li>WEF Account Looku</li> </ul>	IP	
Search by Last Name	e and Email	
If you already started right.	or completed a record, please click the <b>Sign In</b> option in the upper	
* indicates required f	ïelds.	
🛊 Last Name	* Email	
	If you receive WEF communications use that email	
	Clear Search	



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### **Fill out your Profile Information**

- Profile
- Emergency contact information
- SMS Alerts
- Review and Accept Terms and Waiver
- Tell us about yourself (fill out demographics) Click on arrows for drop down menus.

welcome to Unline	e Registration	* Email
	•	attendee@m
Please complete the following field	ds and click Next.	(unique email
Please be aware that your applicat	ion will time out after 20 minutes of inactivity.	Email CC
indicates required fields.		
WEF Account Number:	WEF Membership Type:	Ethnic Pacific Island
	NM	
		► ✓ Gende
You are registering as a Nonmem	ber of WEF.	Female
If you feel you have reached this in	n error and are an active member of WEF, please call WEF	► 🗸 Age
, ,	6, or 1-571-830-1545 (globally) to retrieve your membership	18-34
customer service at 1-800-666-020		
customer service at 1-800-666-020 look-up information.		
customer service at 1-800-666-020 look-up information.		► <mark>✓ Are yo</mark> <sub>No</sub>
customer service at 1-800-666-020 look-up information. Promocode		► <mark>✓ Are yo</mark> <sub>No</sub>
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customer service at 1-800-666-020 look-up information. Promocode Apply Code	i6, or 1-571-830-1545 (globally) to retrieve your membership	<ul> <li>✓ Are yo No</li> <li>✓ For mo Gluten-free</li> </ul>
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customer service at 1-800-666-020 look-up information. Promocode Apply Code First Name Attendee's First Name	i6, or 1-571-830-1545 (globally) to retrieve your membership	<ul> <li>Are yo No</li> <li>✓ For mo Gluten-free</li> <li>Emergeno</li> <li>In accordance</li> </ul>
customer service at 1-800-666-020 look-up information. Promocode Apply Code * First Name Attendee's First Name * Last Name Attendee's Last Name	6, or 1-571-830-1545 (globally) to retrieve your membership Middle	<ul> <li>Are yo No</li> <li>✓ For me Gluten-free</li> <li>Emergend</li> <li>In accordance and Stormwa ONLY be use</li> </ul>
customer service at 1-800-666-020 look-up information.  Promocode  Apply Code  First Name  Attendee's First Name  Last Name	i6, or 1-571-830-1545 (globally) to retrieve your membership	> → ✓ Are yo No → ✓ For me

🖡 Email	* Confirm Email
attendee@mail.com	attendee@mail.com
unique email address required)	
imail CC	
▶ <b>✓ Gender</b> Female	
▶ <b>✓ Age</b> 18-34	
<ul> <li>Are you speaking in a technical session on No</li> </ul>	on April 10, 11 or 12?
For meals, do you observe one of these r Gluten-free	estricted diets? (select all that apply)
Emergency Contact Information	
n accordance with WEF's emergency preparedne and Stormwater 2024 are required to provide the DNLY be used in the event of an emergency.	
Contact's First & Last Name	Relationship to contact:

Relationship



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### **Fill out your Profile Information**

- Profile
- Emergency contact information
- SMS Alerts
- Review and Accept Terms and Waiver
- Tell us about yourself (fill out demographics) Click on arrows for drop down menus.

### **Digitally Sign the Waiver of Liability**

#### A Dashboard **Assumption of Risk** WATER ENVIRONMENT FEDERATION ASSUMPTION OF THE RISK AND WAIVER OF LIABILITY By registering for the Residuals and Biosolids Conference 2024, I attest to and accept the terms and conditions outlined below: 1. I will abide by all safety and health requirements and protocols for the Event and acknowledge and agree that my failure to do the same may result in my removal from the Event and all related activities without any refund or reimbursement. 2. I acknowledge the contagious nature of any communicable disease and voluntarily assume the risk that I may be exposed to or infected by any such communicable disease by attending the Event; and 3. I agree not to sue or bring any action in law or in equity, discharge, and hold harmless the Water Environment Federation, its affiliates, subsidiaries, their respective officers, directors, employees, agents, volunteers, and each of them, from any claims, losses, or expenses arising out of or related to my attendance at the Event including, but not limited to, claims relating to any possible exposure to or contraction of a communicable disease before, during and after the Event, Please click here for a pdf version of the waiver. Please check the box below in order to proceed. I Accept



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### Tell us about yourself

Click the arrows ► to complete the required fields

Tell us about yourself
* indicates required fields.
What is the nature of your organization?
* What is your primary job function?
* What areas do you consider your key focus areas? (click all that apply)
* Are you a first time attendee?
* What is your role in purchasing?



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### **Confirm Registration Type**

#### **Registration Type**

Please select your registration type, by clicking on the title of the registration you would like to purchase.

Workshop options will be displayed on the following page.

Promocode

Apply Code

#### **Full Conference**

		<b>Early Bird</b> By Jan 12	<b>Standard</b> On/After Jan 13
0	Full Conference (Nonmember) O More Info	\$1,025.00	\$1,335.00
0	Student: Full Conference (Nonmember) More Info	\$225.00	\$290.00
One	Day Conference		
		<b>Early Bird</b> By Jan 12	<b>Standard</b> On/After Jan 13
0	Wednesday: One Day Conference (Nonmember) O More Info	\$550.00	\$685.00
0	Thursday: One Day Conference (Nonmember) O More Info	\$550.00	\$685.00

- Enter Promocode if you haven't already or **leave it blank** if you do not have one.
- Choose Registration Type (click + for more information)
- Click "Next" to Proceed



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### **Add Your Events**

- Click "Add" to select or remove an event.
- Click the title of the Event for more information

Events are not included with conference registration.

Your Events		
Note: Workshops and Tours are not included with Conference	e Registratior	ı.
TUESDAY, JUNE 18, 2024 8:30 AM - 5:00 PM	Early Bird By May 10	Standard May 11
Add <u>Workshop A: Upgrading Biogas to Renewable</u> <u>Natural Gas</u>	\$225.00	\$225.00
Add <u>Workshop B: Dewatering Optimization – Practical</u> <u>Ways to Improve Performance</u>	\$225.00	\$225.00
Add Workshop C: A Cradle-to-Cradle Approach to Fugitive Methane Quantification and Abatement	\$225.00	\$225.00
THURSDAY, JUNE 20, 2024 8:00 AM - 11:00 AM	Early Bird By May 10	Standard May 11
Add Tour A: Modern Composting in Midwest City	\$50.00	\$50.00
THURSDAY, JUNE 20, 2024 1:00 PM - 4:00 PM	Early Bird By May 10	Standard May 11
Add <u>Tour B: City of Edmond-Aerobic Digestion and</u> <u>Dewatering Facility Tour</u>	\$50.00	\$50.00
🗲 Back Ne	ext <b>→</b>	



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### **Review and Check Out**

- Click the drop-down menu arrows to review information
- At the bottom of the page, click "Pay Now" to proceed.

Sheila Test's Cart		🔂 Add It	ems
Registration (Full Conference) 🖋		\$1,025.00	
Workshop A: Upgrading Biogas to Renewable Natural Gas	1 @ \$225.00	\$225.00	Û
Tour B: City of Edmond-Aerobic Digestion and Dewatering Facility Tour	1 @ \$50.00	\$50.00	Û
	Balance Due	\$1,300.00	
Profile & Badge			
Assumption of Risk			
Tell us about yourself			
Payment			
Selecting "Pay Now" below will redirect you	to our SecuRemit Payment	site where you may	



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### Payment

- Review Summary of Charges
- Fill out credit card and billing information.

#### American Express, Visa or Mastercard are accepted

• Click the green submit button

#### *Not Accepted:* Checks, Wire Transfers and Purchase Orders

Sheila Test's Cart		🔂 Add It	ems
Registration (Full Conference) 🖋		\$1,025.00	
Workshop A: Upgrading Biogas to Renewable Natural Gas	1 @ \$225.00	\$225.00	Û
Tour B: City of Edmond-Aerobic Digestion and Dewatering Facility Tour	1 @ \$50.00	\$50.00	Û
	Balance Due	\$1,300.00	
Profile & Badge			
Assumption of Risk			
Tell us about yourself			
Payment			
Selecting "Pay Now" below will redirect you enter your credit card information. Comple			





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# **Questions?**

Registration Live Chat Help: Click on "Live Chat" button at bottom right corner of each section

**Registration Customer Care:** 

- <u>E-mail Customer Service</u>
- Call Customer Service: (864) 699-5176
  Monday Friday, 9:00 AM 5:00 PM Eastern

WEF Membership Questions:

- csc@wef.org
- Toll Free: 1-800-666-0206
- Globally: +1-571-830-1545

Monday – Friday, 8:30 AM – 5:00 PM Eastern