NYCWiC 2020 Conference Registration Guide

Thanks for your interest in attending NYCWiC 2020! This guide walks you through the process of registering to participate in the conference.

Before we get started, a special note to students: the generosity of sponsors makes it possible for you to attend NYCWiC at a heavily discounted rate. Your registration fee is but a small fraction of what it actually costs (roughly $200) to support this conference. Additionally, there are limited openings for attendees and not everyone who wants to attend may be able to do so. With this in mind, if you choose to register for NYCWiC, please be reasonably sure that you will actually attend. Thanks, and see you in Poughkeepsie!

Step 1: Go to [https://www.conftool.org/nycwic2020/](https://www.conftool.org/nycwic2020/).

NYCWiC registration website welcome page.

If you have never used this website before, click the “Create account and register for conference” link and proceed to step 2.

Otherwise, if you have previously used this website to submit a proposal for poster or talk, then you already have an account in the system, and you simply need to register to attend the conference. Enter your user name and password, click on the “Register as Participant” link, and go to step 3.

If you have a pre-existing user account, you will be taken to this page after login.
Step 2: Creating an account.

New users need to create an account in the system before registering to attend. Enter your information in the account creation form.

We are creating a new account for Professor Jane Doe.

Once you have finished filling out the form, you can click the “Submit and Begin with Participant Registration” button to go to the next step.
Step 3: Register to attend the NYCWiC 2020.

Once you have an account, you are ready to register to attend. First, you need to select your status. If you are a member of an organization that sponsors NYCWiC, you may have access to a discount code which will allow you to attend NYCWiC at a reduced rate. If you are unsure if you qualify for a discount code, you can email nycwic2020@googlegroups.com.

Please note, if you think you might have a discount code, but do not know it is, you can return to https://www.conftool.org/nycwic2020/ later to complete the registration process. Your account on the system will be saved.
Once you have selected your status, you will be taken to a screen like the above. Note: this screen will vary based on your status. We are showing the screen for a student registration.

Student attendees: NYCWiC can provide a hotel room for you at no extra cost. Rooms are randomly assigned. Unfortunately, we cannot accommodate roommate preferences. If you do not require a room, select the “Hotel Room NOT REQUIRED” option.
Registration payment options.

The next registration screen covers payment options.

- We prefer payment via PayPal. If your organization is covering the cost of your registration, they may require payment via check. In this case, please select the “Use an alternative address” option to specify a contact at your organization who will be writing the check.
- If you think you might qualify for a discount code (see the first part of step 3), please do not advance past this screen until you know for sure. A discount code will affect your payment.
Registration confirmation.

Once you have entered all your information, click the “Confirm Purchase” button. If you are paying via PayPal, you will be taken to another page to make the credit card transaction.

That’s it! You should have email from the system informing you of your registration. You can always return to https://www.conftool.org/nycwic2020/ to review your registration. See you at NYCWiC 2020!