



**REGISTRATION**



# Attendee Online Registration Tutorial

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## 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/ShowWEF245/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 Registration!

Dashboard

Check to see if you have a WEF Member or Nonmember account already.  
If an account is not found you will be directed to register as a Nonmember.

**New WEF Members:** Please note that **new members** may have to **wait 24-hours** before the **system** recognizes your **membership** and offers the appropriate **member** pricing.

Others who do not have a WEF account, choose "Continue as Not a Member."

[Continue as Nonmember](#)

▼ **WEF Account Lookup**

**Search by Last Name and Email**

If you already started or completed a record, please click the **Sign In** option in the upper right.

\* indicates required fields.

\* Last Name

\* Email

If you receive WEF communications use that email

[Clear](#) [Search](#)

# 2024

# April 9-12 / Hartford, Connecticut Collection Systems and Stormwater Conference

# REGISTRATION



## 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 Online Registration

Please complete the following fields and click Next.

Please be aware that your application will time out after 20 minutes of inactivity.

\* indicates required fields.

WEF Account Number:

WEF Membership Type:

You are registering as a **Nonmember** of WEF.

If you feel you have reached this in error and are an active member of WEF, please call WEF customer service at 1-800-666-0206, or 1-571-830-1545 (globally) to retrieve your membership look-up information.

Promocode

\* First Name  Middle

\* Last Name

Title  \* Company

\* Email  \* Confirm Email

(unique email address required)

Email CC

▶  **Ethnicity**  
*Pacific Islander or Native Hawaiian*

▶  **Gender**  
*Female*

▶  **Age**  
*18-34*

▶  **Are you speaking in a technical session on April 10, 11 or 12?**  
*No*

▶  **For meals, do you observe one of these restricted diets? (select all that apply)**  
*Gluten-free*

### Emergency Contact Information

In accordance with WEF's emergency preparedness plan, all participants in Collection Systems and Stormwater 2024 are required to provide the following information. This information WILL ONLY be used in the event of an emergency.

\* Contact's First & Last Name  \* Relationship to contact:



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## Fill out your Profile Information

- Profile
- Emergency contact information
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- Tell us about yourself (fill out demographics) - Click on arrows for drop down menus.

## Digitally Sign the Waiver

[Dashboard](#)

**WATER ENVIRONMENT FEDERATION  
ASSUMPTION OF THE RISK AND WAIVER OF LIABILITY**

By registering for the Collection Systems and Stormwater 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.



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## Tell us about yourself

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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

	Early Bird By Jan 12	Standard On/After Jan 13
<input type="radio"/> Full Conference (Nonmember) + More Info	\$1,025.00	\$1,335.00
<input type="radio"/> Student: Full Conference (Nonmember) + More Info	\$225.00	\$290.00

### One Day Conference

	Early Bird By Jan 12	Standard On/After Jan 13
<input type="radio"/> Wednesday: One Day Conference (Nonmember) + More Info	\$550.00	\$685.00
<input type="radio"/> Thursday: One Day Conference (Nonmember) + 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



# REGISTRATION



## 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 Registration.

Event Date	Event Title	Early Bird	Standard
TUESDAY, APRIL 9, 2024 8:30 AM - 5:00 PM		By Mar 1	On/After Mar 2
<b>Add</b>	<a href="#">Workshop A: Smart Sewer Applications and Utility Experiences</a>	\$225.00	\$225.00
<b>Add</b>	<a href="#">Workshop B: Don't Forget Your Manholes! How to Identify and Properly Select Rehabilitation to Extend Service Life</a>	\$225.00	\$225.00
TUESDAY, APRIL 9, 2024 1:30 PM - 5:00 PM		By Mar 1	On/After Mar 2
<b>Add</b>	<a href="#">Workshop C: Financing Stormwater Infrastructure in Communities: WIFIA, SRFs, and Private Finance, and Technical Assistance via EPA Environmental Finance Centers</a>	\$125.00	\$125.00
WEDNESDAY, APRIL 10, 2024 1:00 PM - 4:00 PM		By Mar 1	On/After Mar 2
<b>Add</b>	<a href="#">Tour A: Hartford MDC's South Hartford Conveyance &amp; Storage Tunnel Project</a>	\$50.00	\$50.00

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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.

### Review and Check Out

Attendee's First Name Attendee's Last Name's Cart		+ Add Items	
Registration (Full Conference)		\$1,025.00	
Workshop A: Smart Sewer Applications and Utility Experiences	1 @ \$225.00	\$225.00	
<b>Balance Due</b>		<b>\$1,250.00</b>	

▸ 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 enter your credit card information. Completing the payment process will return you to this website.



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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***

### Review and Check Out

Attendee's First Name	Attendee's Last Name's Cart		+ Add Items
	Registration (Full Conference)		\$1,025.00
	Workshop A: Smart Sewer Applications and Utility Experiences	1 @ \$225.00	\$225.00
		<b>Balance Due</b>	<b>\$1,250.00</b>

- ▶ 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 enter your credit card information. Completing the payment process will return you to this website.



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# Questions?

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

## Registration Customer Care:

- [E-mail Customer Service](#)
- Globally: (864) 342-6355
- Monday – Friday, 9:00 AM – 5:00 PM Eastern

## WEF Membership Questions:

- [csc@wef.org](mailto:csc@wef.org)
  - Toll Free: 1-800-666-0206
  - Globally: +1-571-830-1545
- Monday – Friday, 8:30 AM – 5:00 PM Eastern