

Frequently Asked Questions

How do I register for the conference?

Please register on-line or by using the registration form in this Program on page 29. The form may be duplicated as needed. Complete the form (type, print clearly, or attach a business card). Your name badge will reflect this information. Payment in U.S. Dollars will be accepted by Visa, MasterCard, American Express, checks made payable to ASPRS 2008 Fall Conference, and signed government purchase orders or training orders. Registrations received without payment will not be processed. Please do not mail your registration form after you have registered by fax or online.

Online: www.asprs.org/Pecora17
(Visa, MasterCard, or American Express only)

Mail To: ASPRS 2008 Fall Conference
Registration
IMI International Meetings, Inc.
9901 Business Parkway, Suite J
Lanham, Maryland 20706 USA
(all forms of payment)

Fax To: ASPRS 2008 Fall Conference
Registration
301-306-7603 (fax)
(Visa, MasterCard, American Express/purchase orders only)

Will I receive confirmation of my registration?

Your registration will be confirmed by e-mail, mail or fax. A registration is not considered complete until all registration fees are received by the Meeting Registrar. Please notify the Meeting Registrar at **301-306-7606** or **888-233-2864** if you have not received your confirmation within two weeks of submitting your registration, or if you have any questions. Your registration packet will be available at the ASPRS Registration Desk, in the Sheraton Denver Hotel during the registration hours. See Registration Desk hours on page 5 of the program.

What is the cancellation/refund policy?

To qualify for a full refund, a written cancellation must be received by the ASPRS 2008 Pecora Fall Conference Meeting Registrar by October 17, 2008. For cancellations received by October 31, 2008, a 50 percent refund will apply. No refunds will be made after October 31, 2008. This policy applies to all fees paid for the conference. All refunds are subject to a \$50.00 processing fee and will be issued one month after the conference concludes.

Cancellations for medical emergencies after the above deadline will be considered on an individual basis and will require a physician's signed letter.

What is the Technical Paper and Poster Presenter's Registration Policy?

All Technical Paper and Poster Presenters are **REQUIRED TO REGISTER** at the appropriate Full Registration Rate if they are attending the entire conference. Those registered at the Full Registration Rate who attend the conference and present a technical paper(s) or poster(s) will receive a rebate reflecting the difference of the Full Registration Rate and the appropriate Presenter Registration Rate. This rebate will be issued within 30 business days after the conference. Presenters who register for Daily Registration must register at the appropriate Daily Registration Rate. There are no rebates for Presenter Daily, Moderator Daily or Student registrants.

FOR A PAPER/POSTER PRESENTER'S NAME AND PAPER TITLE TO APPEAR IN THE FINAL CONFERENCE PROGRAM, THEIR REGISTRATION MUST BE RECEIVED WITHIN 60 DAYS OF THEIR RECEIVING NOTIFICATION OF THE PAPER/POSTER ACCEPTANCE.

What is the Moderator's Registration Policy?

All Moderators are **REQUIRED TO PRE-REGISTER** at the appropriate Full Registration Rate if they are attending the entire conference. Those registered at the Full Registration Rate who attend the conference and fulfill all requirements as directed by the Conference Coordinator including submitting the required Presenters' Attendance Form immediately after their session(s) will be eligible for the appropriate rebate. This rebate will be issued within 30 business days after the conference. Moderators who register for Daily Registration must register at the appropriate Daily Registration Rate. There are no rebates for Moderator Daily registrants.

As a student, presenting either a Technical Paper or Poster, what registration fee do I pay?

All students attending the conference, whether they are presenting a paper or poster or not, are eligible for the student registration fee. See above for registration requirements.

I am a part-time student at an accredited institution. Do I qualify for student registration fee?

Anyone who is currently enrolled as a full or part-time student at an accredited college or university may register at the student registration rates if they have not previously held an ASPRS membership in another category, e.g. someone who previously held full membership then returned to college cannot now register as a student. You must submit your registration by fax to the number on the form, with a copy of your student identification to qualify for the student registration fee.

Must I pre-register for the conference?

No. On-site Registration will be located in The Sheraton Denver Hotel. However, a deep discount is available to everyone registering at least 30 days prior to the conference start date.

Are Daily Registrations permitted for all categories?

Yes. Daily registrations may be done in advance or on-site. However, a deep discount is available to those who register at least 30 days prior to the conference start date.

May I bring a Guest to the conference?

Yes, we welcome adult guests. This is a professional conference and children, under 12 years of age, are not permitted to attend any sessions or visit the Exhibit Hall. A separate registration fee has been set for all guests. (Please see Registration Form on page 29 of this program). This fee includes the admission to the Exhibit Hall, and the Exhibitors' Reception and the Landsat Celebration. Admission to the general and technical sessions is not included with this registration. If guests wish to attend any of these sessions, they must register at the appropriate rate.

I am not a US citizen and am coming from outside the United States, how do I get a Letter of Invitation to obtain a visa?

You must first register for the conference following the procedures outlined above and pay the appropriate registration fee. You should then submit a written request for a Letter of Invitation to:

Sokhan Hing
Membership Manager
ASPRS
5410 Grosvenor Lane,
Bethesda, Maryland 20814
sokhanh@asprs.org

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Frequently Asked Questions

How do I get into the Exhibit Hall if I am not registered for the conference?

Daily Exhibit Hall badges may be purchased at the ASPRS Registration Desk in The Sheraton Denver Hotel. Everyone entering the Exhibit Hall must have a name badge.

Are Workshops included with the registration fees?

No. Workshops require individual registration and a separate fee in addition to the general conference registration fees. Availability is based on space. We do not reserve spaces without full payment in advance and there is no waiting list. Workshop registrations must be postmarked by October 17, 2008. ASPRS reserves the right to cancel any workshop if the minimum number of registrations is not received by October 17, 2008. On-site registration will be available for confirmed workshops with available space. Register early as many workshops will sell out prior to October 17, 2008.

As a Technical Paper or Poster Presenter, whose presentation has been accepted, when do I submit my work to be included in the proceedings?

You will need to register for the conference using the methods described above and submit your complete paper or poster as directed in the e-mail instructions you received previously – not an abstract – no later than September 12, 2008.

Do Technical Paper Presenters bring their own laptops?

Yes, ASPRS does **not** provide laptops or desktop computers for Presenters.

What are Poster Presenters expected to do?

ASPRS provides to each Poster Presenter one side of a fabric covered poster board that measures eight feet wide by four feet high, and push pins. All Poster Presenters should plan to arrive between 7:30 am and 10 am on Tuesday, November 18 to affix their work to any available board. All posters must be removed by 12 noon on Thursday, November 20. All poster packaging must be removed from the poster area once posters are hung. ASPRS is not responsible for posters that are not removed.

May I volunteer to assist with the Conference activities?

If you are a student at an accredited college or university, you are welcome to apply for service as a conference volunteer. Please see full details on page 26 of this program.

Is Disability Assistance Available?

If you have special needs, please contact ASPRS Headquarters at 301-493-0290 ext. 106. A written statement will be required outlining your particular needs. Please submit all requests for assistance by October 17, 2008 so that appropriate arrangements can be made.

Do Presenters have a Preparation Room?

Yes. A room will be available on a first come basis from 8 am to 5 pm November 17-19 and 8 am to 12 noon November 20. This room will be equipped with an LCD projector and screen. All presenters must bring their own laptops for their presentations. The location of this room will be announced in the Final Program that will be included with the on-site registration materials available at check-in at the ASPRS Registration Desk. We encourage all presenters to review their materials prior to their presentation.

Will there be a Press Room?

Yes, a room will be provided for use by members of the press who have registered for the conference. All attendees are encouraged to place applicable press releases in this room for distribution to the press. The location will be announced in the Final Program. Press conferences and interviews with ASPRS officers and keynote speakers should be arranged in advance of the conference. Please contact Anna Marie Kinerney at akerney@asprs.org to make these arrangements.

Why do I need a badge?

Your badge is verification of your paid registration and must be visible for admission to all sessions and the Exhibit Hall.

What if I forget or lose my badge?

A charge of \$5 will be made for replacement of lost badges.

Why do I need tickets for certain events?

Your tickets are proof of payment for certain events and must be presented at the collection point. Lost tickets will not be replaced.

Will it be possible to post resumes and job openings?

Yes, posting boards will be provided for all resumes and job openings. Please bring multiple copies of all postings to allow interested parties to take one and check the board frequently for new materials.

How do I get a copy of the CD-ROM Proceedings?

All registrants, except for those registered as Spouse/Guest, will receive a copy on-site with their registration materials. Additional copies can be ordered with the Conference Registration Form or purchased on-site for \$20 at the ASPRS Booth in the Exhibit area.

Where is the ASPRS Conference Registration Desk?

The ASPRS Conference Registration Desk is located on the Second Floor, Tower Building, Sheraton Denver Hotel.

What are the Conference Registration Desk Hours?

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|------------------------|---------------------|
| Sunday, November 16 | 10:00 am to 5:00 pm |
| Monday, November 17 | 6:30 am to 5:00 pm |
| Tuesday, November 18 | 6:30 am to 5:45 pm |
| Wednesday, November 19 | 7:00 am to 5:00 pm |
| Thursday, November 20 | 7:00 am to 10:30 am |

Conference Registration materials are available only during the above hours.

What are the Exhibit Hall Hours?

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|------------------------|---------------------|
| Tuesday, November 18 | 10:00 am to 7:00 pm |
| Wednesday, November 19 | 10:00 am to 5:00 pm |

(Please note: The Exhibit Hall will not be open on Thursday, November 20.)