



National Radiological Emergency Preparedness Conference, Inc.

P.O. Box 4393, Baton Rouge, LA 70801-4393 Ph: 225-219-3621 ♦ FAX: 225-926-1903
www.nationalrep.org

FREQUENTLY ASKED QUESTIONS (FAQ)

- 1. Where can I find a copy of the registration forms?**
On-line registration is available and you are strongly encouraged to utilize this option. Registration forms for general attendees, speakers, and vendors can be downloaded from our website at <http://www.nationalrep.org>. A completed form for each person should be e-mailed, mailed or FAXed. E-mail and mailing address and FAX number are provided on the registration form.
- 2. Can I pay my registration fee by credit card?**
The National REP Conference, Inc. accepts [credit card payment on-line through PayPal®](#) using your credit card or PayPal® account (details are on <http://www.nationalrep.org>). Payments can also be made with personal check, company check, cash, and in some cases by electronic fund transfer (EFT). Purchase Orders (PO) are also accepted, but has a cut off date, beyond which POs will not be accepted.
- 3. Can I pay my registration fee when I arrive at the conference?**
Yes, registration fees can be paid upon arrival. Please make sure that you register with the conference in advance even if you plan to pay upon arrival. Purchase Orders (PO) will not be accepted during the on-site registration.
- 4. Is there a deadline for submitting registration?**
There is no deadline for submitting registration, but there is a deadline for reserving the hotel room at the federal per diem (provided rooms are still available at that rate) as well as submitting a Purchase Order (PO) for processing. Please consult the hotel information posted on our web site for the contracted room rate, and PO deadline indicated on the registration form.
- 5. Is there a deadline by which my registration fee must be paid?**
 - a. Payments are appreciated in advance of the conference.*
 - b. Payments will also be accepted when you arrive to register for the conference.*
- 6. If I have paid my registration fee, but will not be able to attend; is it possible to get a refund of my registration fee?**
The National REP Conference will refund a registration fee if notified of the registrant's inability to attend at least one week (five business days) prior to the conference meeting date.



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FREQUENTLY ASKED QUESTIONS (FAQ) (CONTD.)

7. Does the registration fee include any meals?

The registration fee includes a continental breakfast each morning for those days when sessions begin in the morning. It also includes one luncheon. However, unless otherwise indicated, the registration fee does not include meals or refreshments for workshops (training or otherwise) that are conducted prior to or after the conclusion of the main Conference Agenda.

8. Do speakers need to register for the conference?

Speakers should fill out a "Speaker Registration Form" and submit it to the National REP Conference, either on-line, by e-mail, mail or FAX, two weeks or more in advance of the conference start date.

9. Will I receive confirmation of my registration with the conference?

Due to the volume of registration received, registration confirmations will not be sent out to individual attendees. A list of registrants will be posted on the conference website a few weeks prior to the conference. However, should you choose, you may inquire by phone or e-mail to find out if you have been registered.

10. Can I register on-line?

Yes. Simply follow the Registration link(s) on the Conference website. (also, see Questions 2 through 5 above).

11. Do I have to mail or FAX a copy of the registration form if I have registered on-line?

No. However, a list of registrants will be posted on the conference website a few weeks prior to the conference. We encourage you to verify your registration status. Also, should you choose, you may inquire by phone or e-mail to find out if you have been registered.

12. Will I get a receipt for paying my registration fee?

A receipt will be provided if the registration fee has been paid in full – this will be done when you check in at the conference registration desk. If you make [payment on line](#), you will receive a receipt from PayPal® for registration to the NREP Conference, and if necessary, you can ask for a receipt at the NREP Conference on-site registration booth.

13. If I have to pay by Purchase Order (PO), is there a deadline for submitting the PO number?

The conference cannot accept POs after the deadline set on the registration form. Please be sure to submit any PO before the deadline or payment will have to be made by other means.



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14. Who do I speak to about vendor booth arrangements?

Vendors can make arrangements through the NREP Vendor Subcommittee Chair. See our [Steering Committee](#) list to find the name of the Vendor Subcommittee Chair. Also, Vendors will generally have to fill out a form specifically for the conference hotel. This form is posted on the conference web site. This is to ensure your needs are communicated directly to the hotel's conference contact person for formalities (rates for electricity use, table size specifications, receiving and storage of equipment, etc.). Generally, the conference hotel will charge extra for these arrangements. Please note that the Vendor registration fee does not cover these hotel-specific costs.

15. Do I have to pay extra to attend a training workshop?

Workshops are available to conference registrants generally at no additional charge (Remember: you must register for the main conference in order to attend training workshops).

16. Do I have to register to attend just the workshops?

Only registrants who have paid their registration fee for the main conference will be allowed to attend training workshops.

17. How can I get a copy of the conference and/or workshop presentations?

The conference presentations/ proceedings will be made available through the website at <http://www.nationalrep.org>. Please pay attention to the disclaimer, posted with the presentation materials, involving citation policy.

18. How do I submit a presentation if I would like to be a conference speaker?

You should submit to the NREP Program Subcommittee Chair an abstract (300 words or less) of your proposed presentation along with a short (200 words or less) biography. Information on the suggested topics, format, submittal deadline, etc. can be found on our website at [CALL FOR PRESENTATIONS](#).

19. How should a bid to host the conference be submitted?

Information on making a bid to host future conferences can be found on our web site at [Guidance for Bidding to Host a Conference](#). All formal bids should be sent to the Chair of the Future Conferences Subcommittee. Contact information for the Chair of the Future Conferences Subcommittee is available on our website at [STEERING COMMITTEE](#).