

## Helpful Hints for Conference on the Young Years On-line Registration

1. Prior to registering, please have the following information ready:
  - a. Form of payment completed (copy of purchase order, check or credit card)
  - b. A first and second presentation choice for each session time\*
  - c. A first and second choice for a lunch hour (you are required to register for a lunch hour)\*

\*When registering on-line if you are able to select a session or lunch time you will be enrolled in that session, but it is good to have a second session in mind in case your first choice is full.

2. As you enter the on-line registration system, you will be required to provide a valid e-mail address. This is the email address that your confirmation notice will be sent to.
3. Please be sure to select presentations in the order they are offered, and please make a selection at each time frame. (If you will not be attending a certain session, please mark "I will not be attending Session #.") You will receive an error message, if a selection is not made.
4. You will be required to register for a lunch hour.
5. Please notice that some presentations are repeated. Please do not register more than once for these presentations. If you are able to select the presentation, you will have a seat in that presentation.
6. As soon as you have completed your registration, please fax a copy of your purchase order or mail your check immediately (unless paying by credit card). If your payment is not received within 5 days of registering; your registration may be cancelled.
7. If you a planning committee member and a presenter, please register as a planning committee member.

8. If you have any questions regarding the registration process, please feel free to contact Jamie Schieber with Custom Meeting Planners at (573) 445-2965 or by email at [jamie@custommeetingplanners.com](mailto:jamie@custommeetingplanners.com).