



VERSADEX 2010

maximizing connections

Welcome to the 2010 Versadex Conference Victoria, British Columbia, September 13th – 16th 2010

Please make note of your email and password used to access this website for your records.

Delegate Email: _____

Password: _____

HOW TO USE THE ONLINE REGISTRATION

In the following pages, you will find easy to navigate options for registering for the conference, payment information, workshop and mini-course selection, extra-curricular activities and companion program registration. This registration system works like a shopping cart; you must add your "items" (the package you would like, the sessions you would like to attend and the extra-curricular activities) to your "order". Items that are "included" with conference registration will **NOT** be automatically added to your order. **Please ensure you include everything you intend to participate in.**

Please note that each web-registration transaction accepts **one credit card only**. For example, if you need to register a companion using a different credit card other than the one you registered with, you will have to open another "order" with this system.

SHUTTLE INFORMATION

The Victoria Airporter (a private shuttle service) will be providing shuttles from the airport for delegates. Prices range from \$11 to \$17 per person depending on the number of passengers. Make your reservations prior to your arrival in Victoria by visiting their website at www.victoriaairportshuttle.com or call toll free at 1-877-386-2525. **The arrangement of transportation to and from the city of Victoria for the 2010 Versadex Conference is the responsibility of delegates.**

The Conference Committee will have volunteers greet delegates who arrive at the Victoria International Airport and assist in locating transportation to the Fairmont Empress Hotel by way of the Victoria Airporter. Delegates or companions with special needs wishing specific transportation equipment must contact the Transportation Services Coordinator at versadex2010@gmail.com upon registration with sufficient lead time that such transportation can be arranged.

The Conference Committee will provide a pick-up and delivery service from Friday September 10th to Thursday, September 16th for the following points of arrival / departure

- Helijet terminal (Ogden Point)
- Float Plane terminal (Government Street)
- Victoria Clipper (Belleville Street)
- Coho ferry (Belleville Street)

Click on the "Shuttle Info" link to view/change delegate and shuttle information. We ask that you fill in your details and check the **CONFIRMED** check box when your shuttle information is finalized. Only when the CONFIRMED check box is clicked, will the information be transferred to our records to organize pickup.

HOW TO REGISTER

To choose any item in this registration package, highlight the name of the item, then click on the item. This will bring you to a page describing the item in more detail. Cursor to the bottom of the page and click on "add this to my order" to choose the item. If you choose an item by mistake, you will be able to delete it when you review the summary of your order by clicking on the garbage can icon next to the item.

There are 3 links at the top of this page that will take you to the different sections of registration.

STEP 1: Browse the "Registration Packages" link to choose the type of package you would like (the companion program registration option is included here).

STEP 2: Go to the "Session Schedule" link, this will allow you to view the timetable of the workshops and mini-courses available and will allow you to add your selections to your order.

STEP 3: The final link, "Extra-Curricular Events" outlines the activities offered; the events included in the packages, "user pay" activities, and companion program events. You must add all activities to your order (even activities such as the Welcome Reception that are included with registration).

All 3 day conference registration packages (Package "A") include the afternoon workshops and mini-courses, materials, the Monday evening Welcome Reception, Wednesday's Vendor Showcase and Thursday's Gala Dinner, breakfasts, lunches, coffee breaks and hospitality room. The 2 day conference package "B" includes the conference sessions, and all meals and events for those days. The 1 day conference package "C" includes the conference sessions for that day, breakfast, lunches and events **excluding** the Gala Dinner on Thursday. There are various other activities outlined in the program that you may sign up for at an extra cost.

Whatever activities you wish to participate in, please ensure that you add them to your "order", otherwise you will not be included.

REVIEWING YOUR ORDER

You may then review your order and choose to add or delete items. Once you are satisfied with your order, **click on "Submit Order" and proceed to the payment page.** Once processed, you will receive an email confirming your order and details of your registration. Please print this summary so you will have a record of which workshops and activities you have signed up for.

PROCEEDING WITH YOUR PAYMENT

We accept Visa, MasterCard, cash and cheques. Visa and MasterCard can be paid online, if paying by cheque please select that option on the payment page. If paying by cash onsite at the conference please include this information in the notes section of the payment page. A confirmation of your order (receipt) will be emailed to the address you used to register for the conference.

If you experience any problems during the payment process, please contact us immediately so we can assist.

Email: userconferenceinfo@versaterm.com
Phone: (613) 820-0311

FEES AND SPEAKER REIMBURSEMENT

Registration fees are \$575 CAD for a 3-day registration, \$425 CAD for a 2-day registration and \$225 CAD for a 1-day registration.

Speakers will register with other delegates and pay full rates up front. At the end of the conference, the speakers will be tallied up and a rebate will be sent to each speaker's agency.

The rebate will be calculated as follows:

- On any day you speak/present, regardless of the duration, that day is compensated so your agency receives a credit of \$225 CAD or 1 day's fees.
- If you speak at a workshop, which generally requires more preparation than 20 minutes at plenary, then you get a credit worth 2 days of fees or \$425 CAD. However, if two of you speak at a workshop, then the rebate is split between you.
- Any combination of presentations (2 or more of anything) is worth a credit of the full registration \$575 CAD.
- A double-session workshop, (one with a coffee break) is worth a credit of a full registration (subject to splitting it if more than one person is involved with the workshop).

NO REFUND POLICY

Please note that the registration and companion program fees are non refundable, though they are transferable to another person available to attend the conference.