

# Registration Instructions

To ensure accuracy, please photocopy the Registration Form for each attendee registering if you are submitting multiple attendee registrations. Read all instructions prior to filling out the Registration Form and all other necessary forms. Discrepancies may result in delays when you pick up your registration materials at the conference. All conference attendees, including speakers who plan to attend any sessions, are required to register.

## Early Bird Registration

Early Bird Registration entitles you to a reduced conference registration rate, and your entire registration package will be prepared and ready for you to pick up when you arrive at the Ice Breaker Reception or the Conference Registration Desk at the Convention Center. You will avoid the wait time that is necessary for all on-site registrations, and you or your employer will save money! Early Bird registration must be accompanied with the appropriate fee in order to be processed.

## Ice Breaker Reception

In addition to picking up your packet at the Main Registration Desk at the Sacramento Convention Center, registration packets may also be picked up at the Ice Breaker Reception on Tuesday at the Sheraton Grand Magnolia Ballroom after 6:00 PM.

## Online Registration

Conference attendees can also register online by visiting CWEA's secure website at: [www.cwea.org/conferences](http://www.cwea.org/conferences). This registration process requires a credit card payment.

## Member-Discounted Rates

You must include your current, valid membership number to receive member-discounted rate. All membership numbers will be verified. Only CWEA, WEF, or CA-NV AWWA membership qualifies for member-discounted rate.

The additional cost of the Regular Registration rate will be applied toward one year of CWEA membership.

## Retired Members

Retired Members are eligible for a special registration rate of \$250. CWEA Bylaws state that a retired member is any person retired from and not currently affiliated professionally or technically with the water quality field.

## Student Members

Full-time students are eligible for free registration. This special registration rate does not include meals, which can be purchased separately. Students must provide proof of full-time status (9 or more units per semester) to receive this special registration rate.



## Exhibits Only Pass

Special passes are available for those wishing to tour the exhibit hall exclusively. For \$150 you can attend both days of the expo or \$85 for one day. When filling out the registration form on page 37, select "Exhibits Only" under either the Full Conference or One-Day Conference section and submit the form with payment to CWEA. "Exhibits Only" passes can be picked up at the registration desk.

## Spouse/Guest Registration

The Spouse/Guest Registration includes: participation in the Ice Breaker Reception on Tuesday night, entrance into the Exhibit Hall on both days, a drink ticket for each of the Exhibit Hall receptions, Thursday lunch in the Exhibit Hall, and Friday's Ice Cream Social. Spouses/Guests are not eligible for contact hours.

## Pre-Conference Workshops

Cost includes lunch for full-day workshops. Registration and workshops will be in the Sheraton Grand Hotel.

## Exhibitor Registration

Exhibitors are encouraged to participate in social events. Exhibitors must register spouses and/or guests. All exhibitor meals and spouse/guest meals must be paid for on the conference registration form on page 38.

Exhibitor registration will be handled through the CWEA office. Please pick up your company's packet at the Ice Breaker Reception on Tuesday evening at the Sheraton Grand Magnolia Ballroom after 6:00 PM or on Wednesday morning at the Registration Desk at the Convention Center. Exhibitors are assigned booth spaces in the order of receipt of paid registration.

Exhibitors wishing to participate please contact:

### Senior Meeting Manager

#### Katrina Twaddell

CWEA  
ktwaddell@cwea.org  
510-382-7800 x120

### Committee Co-Chair

#### Tom Edwards

Duke's Root Control  
tom@dukes.com  
800-769-8690

### Committee Co-Chair

#### Anton Loof

Oratech Controls  
aloof@oratech-controls.com  
415-309-6984

### Committee Co-Chair

#### Steve Laren

Delta Diablo Sanitation District  
stevel@dbsd.org  
925-756-1934

## Golf and Sludge Trudge 5K Registrations

Competitive activities registration forms are included in the conference brochure as well as a description of each event. The appropriate form for the activity must be included with your

registration form. If you are registering for these by personal check, and the registration is paid by your agency, please enclose all forms and payments together. This will allow us to better coordinate all of your activities and process a complete registration packet for you. See the following registration pages for the Golf Tournament details and Sludge Trudge 5K details.

## Activities Hosted by Students & Young Professionals

A registration form is included in the conference brochure for the networking and mentoring activities hosted by the CWEA Students & Young Professionals Committee. If you are interested in participating as a YP or as a Seasoned Professional, please include the completed form with your conference registration. These activities are FREE, however your advance registration will allow us to better coordinate the activities. See the following registration pages for details.

## Conference Meals

Please indicate which conference meals you and your spouse/guest will be attending by checking the appropriate box. Note the number attending plus the cost in the space provided.

## Hotel Registration

To book your hotel rooms, please go to [www.cwea.org/conferences](http://www.cwea.org/conferences) and click on the "Book Rooms" button under AC2012 or turn to page 43 for the housing reservation form.

## Operations Challenge Registration

Use the registration form included in this brochure to sign up your team. Pay the team fee in addition to each participant's conference registration. If participants are sending separate conference registration, make sure the Operations Challenge fee and form are sent with the team captain's registration.

## Registration Hours

The Registration Desk will be located at the Sacramento Convention Center (see map on inside of back cover). Registration hours are as follows:

- Wednesday & Thursday, April 18 – 19, 7:00 AM – 5:00 PM
- Friday, April 20, 7:00 AM – 12:00 PM

## Registration Payment

Payment by check or money order, made payable to: **CWEA 2012 Annual Conference**. Credit card payments are also accepted using the enclosed registration form or through CWEA's secure website ([www.cwea.org/conferences](http://www.cwea.org/conferences)). **Early Bird registration MUST be post-marked by March 19, 2012**. Those who submit payments with an Early Bird registration fee after March 19, 2012, will be billed for the difference.

All fees for conference registration shall be paid in full at the time of Early Bird registration or on-site registration. Full payment may be made by credit card, personal check or company/agency check. Purchase orders are also acceptable. **Registrations**

**received by CWEA without full payment or purchase order will not be processed.**

You must be registered for the conference as an attendee to receive contact hours. Guests/spouses and exhibits only registrations are not eligible for contact hours.

## Hospitality Suites

While CWEA welcomes "Hospitality Occasions" provided for our members, they must not open until after all regularly scheduled conference events or exhibits have closed. Hospitality suites are available. **All hospitality events (both on-site and off-site) must be arranged/approved through the Conference Chairs, Fran Burlingham and Nichole Baker. Please send an email request to [fburlingham@brwncaid.com](mailto:fburlingham@brwncaid.com) or [n.bakermorgan@gmail.com](mailto:n.bakermorgan@gmail.com)** indicating hosting organization, details of proposed event, preferred evening (Wednesday or Thursday), and coordinator's name and contact information.

## Registration Questions

Registration questions may be referred to CWEA's office at 510-382-7800 x115.

## Refund Policy

Written cancellation notice is required and must be received at least 30 days prior to the conference date. A 25% service fee shall be retained on all cancellations. No refunds shall be given for cancellations made less than 30 days prior to the conference.

