
AMEM CONFERENCE REGISTRATION INSTRUCTIONS - 2010

Online conference registration closes September 13, 2010. All participants must pre-register online. Go to <http://www.amemminnesota.org>; look for “Conference Registration” and start the process. If you are a member, click there and your information will be automatically populated. ***Please check for accuracy and make any necessary changes as that information is what will be printed in the 2010 Membership Directory.*** If you are not a member, please register as such. You will then be prompted to begin conference registration which will include registering for classes.

Payment Options:

- **Payment by credit card through PayPal at the time of registration:** If for some reason you are unable to complete the PayPal payment, there is a link provided in the email confirmation to try again.
- **Payment by check:** Make that selection and an invoice will be automatically created and sent as a PDF to the email address you provided during online registration. If you are paying for multiple people with one check, please register each person individually. An invoice will be sent for each person at the email address you provided; attach all pertinent invoices to the one check and forward as directed. ***Send a copy of the invoice along with your check payable to “AMEM” by September 13, 2010 to Conference Coordinator (see below): Please include invoice number on your check.***
- **Purchase Order or Invoice:** Follow instruction for payment by check and an invoice will be automatically created and emailed to you. ***Send a copy of the invoice along with your check payable to “AMEM” by September 13, 2010, to Conference Coordinator (see below). Please include invoice number on your check.***

Cancellations and Refunds: If a cancellation is necessary, please do so through the online conference registration process. A refund check will be mailed from AMEM Executive Director, Jim Halstrom.

Substitutions: If your agency needs to substitute another employee for your registration, please contact Conference Coordinator (see below)

Registration Questions:

***Margaret Geisler, Conference Coordinator
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