

# The Aerospace Corporation Conference Registration (CVENT) Frequently Asked Questions

## How do I find my confirmation number if I have lost it?

- If you cannot locate your confirmation number go onto the website and click on the “Register” button. Enter requested information on the first page.
- On the next page it will state: “You are already registered for this event. To view or modify your registration click here.
- The next page will state: “Click here if you would like your confirmation number e-mailed to you.”
- You will receive an e-mail with the subject line “Your registration confirmation number reminder.”

## How do I modify or cancel my registration?

- To modify your registration, click on the “Modify registration” link in the registration confirmation e-mail.
- Enter your confirmation number and proceed to “Modify” your registration.

*Use this section to change or modify your general information, attendance, and input additional attendees under your registration or make a payment.*

## How do I pay for my attendance if I have already registered?

- If you have already registered for the event and would like to pay by credit card click on the link in your confirmation e-mail:
  - Enter your confirmation number.
  - Click on “Submit payment” button located on the left side of screen.

*Note: if you cannot locate your confirmation number, follow section 1 above.*

## Can I send an alternate/substitute if I have already registered, but cannot attend?

- You may send an alternate if you cannot attend, however, please note that registration may be transferred to 1 person only! Multiple people are not allowed to attend in place of 1 registrant.
- You must contact the conference registrar at 310-336-6805 to make this change.

## How do I find or print my receipt?

- To find your receipt click on the “Modify Registration” link in your e-mail
- You will be prompted to enter your confirmation number.
- After entering your confirmation number it will take you to the “View registration” screen giving details of your registration information.
- Scroll down to the bottom of the screen.
- Click on “Printer friendly” to print your receipt.

## Who do I call if I have additional questions?

- **Registrar**– Melissa Morgan, (310) 336-6515, conf-reg@aero.org
- **General Chair** – Jonathan Becker, (310) 336-3048, gsaw@aero.org
- **General Co-Chair** – Frank Fong, (310) 336-3449, gsaw@aero.org
- **Assistant to the General Chair** – Carmelita Johnson, (310) 336-2591, gsaw@aero.org
- **Administrative Chair** – Rauby Campbell-Bryant, (310) 336-3128, gsaw@aero.org
- **Special Session Assistant** – Ann Marie Trahan, (571) 307-3992, gsaw@aero.org
- **Tutorial Coordinator** – Fran Gillis, (310) 336-2953, Fran.Y.Gillis@aero.org
- **Manager, Conferences & Events** – Linda Conkey, (310) 336-4148, conf-reg@aero.org
- **Conference Coordinator** – Lisa TeMaat, (310) 336-6804, conf-reg@aero.org