

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 310-336-6515 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?

- **Registration** – Melissa Morgan, (310) 336-6515, Melissa.A.Morgan-Jongsma@aero.org
- **General Chair** – Bernard Jefferson, (310) 336-0417, bernard.h.jefferson@aero.org
- **General Co-Chair** – John Halpine, (310) 336-5378, john.s.halpine@aero.org
- **General Technical Chair** – Alex Howard, (505) 853-1889, alex.howard@kirtland.af.mil
- **General Technical Co-Chair** – Bernie Carpenter, (505) 872-6269
bernie.f.carpenter@aero.org
- **Workshop Administrator** – Jackie Amazaki, (310) 336-4073,
Jacqueline.Y.Amazaki@aero.org
- **Conference Manager** – Linda Conkey, (310) 336-4148, linda.c.conkey@aero.org
- **Conference Coordinator** – Lisa TeMaat, (310) 336-6804, Lisa.A.TeMaat@aero.org