

"Online registration to attend the 2024 WMA Convention in Atlanta, GA is now open. Please note this is a two-part registration process. First, click on the hotel link to make your hotel reservation

https://book.passkey.com/gt/219470135?gtid=731ad10255444e86731c692332e2de32.

Second, click on the link to register to attend the convention <u>https://whova.com/portal/registration/wmaco_202408/</u>.

For example: if you register to attend the convention it <u>does not create</u> your hotel reservation. That is a separate action.

WMA is using the WHOVA application for registration and other functions that will become available to attendees a few weeks before the convention starts. More information on how to use the WHOVA application will follow.

Register <u>online only</u> before April 1, 2024, to receive a 10% discount on the \$81 registration. Enter Discount Code: **wma2024** in the field. Does not apply to mail-in registrations.

All credit card transactions fees are included in the pricing. As you select your options the blue title bar on the left of the screen will show you how much your card will be charged without additional fees. **ALL MEAL EVENTS ARE PAY TO ENTER**. You will not be allowed into the banquet room, no exceptions.

The most essential information to remember is once you have registered to include purchasing your meal packages and your credit card has been swiped you **cannot update** your registration.

Examples:

1. You registered yourself and your guest and selected your meal options and your credit card was swiped therefore closing the transaction. Your guest only wanted to attend the Opening Banquet, but now wants to attend the Closing Banquet as well or vice versa. You will not be able to update your original transaction to add on another meal package. The application will require you to pay another \$81 registration fee. Everyone who attends pays the \$81 registration fee. If this is the case, please email <u>ctreasurer@womenmarines.org</u> to work an alternative payment method.

- 2. The above example works the same way if you registered yourself but did not purchase any meal package or you want to purchase another meal. The application will require you to pay another \$81 registration fee. If this is the case, please email ctreasurer@womenmarines.org to work an alternative payment method.
- 3. You have completed registration for yourself and down the road you want to bring a guest. You will create a new <u>non-member</u> registration for your guest using their information to include the \$81 registration fee and any meals you may purchase for your guest. As you work through the form pages, in the "Guest" field just annotate yourself as the guest and we will attempt to keep you both together.

After your purchase you will receive a registration receipt through the email address you provided. Bring the registration receipt with you to the convention to prove payment in case there is a discrepancy with your order.

It is particularly important to attempt the registration process only once. Ensure you know what you want to purchase ahead of time as those options will shut down as we approach the convention.

As registrations are received table assignments will be made. Every attempt to keep you and your guest(s) together at the same table for both the Opening and Closing Banquets will be made. The R&A Luncheon has open seating. However, table assignments are based on paid events. If you want to sit with someone ensure that the person has also registered and paid for those meal events. You can then email <u>ctreasurer@womenmarines.org</u> and request you be assigned the same table or one close by. Note the closer we get to convention the more impossible these requests become. Table assignments are based on first come first served.

No, chapters cannot reserve a table. Although all attempts to keep chapter members together are based on their paid registration, chapter affiliation will be considered. Table assignments will not be an option within weeks of convention. Please plan ahead.

Onsite registration and extra meal packages will be limited if non-existent. Please, do not show up only to pay the \$81 and cannot attend any of the meal functions. Your experience will be disappointing."