

UNWLA XXXIII Convention Registration Information

Welcome! The Registration Committee for the XXXIII UNWLA Convention has assembled the following information to assist you in the registration process. There are three sections:

- A. General Registration Information**
- B. Registration Options on the Registration Platform**
- C. Payment Information**

A. General Registration Information

1. Schedule and Location

The Convention begins **on Friday Sept 13, 2024, at 3:00**, and will continue through lunch on Sunday, September 15, 2024.

The Convention will take place at the **Sheraton Parsippany Hotel, 199 Smith Road Parsippany, NJ 07054**.

2. Registration for UNWLA XXXIII Convention

Registration and payment for the Convention, hotel and meals for delegates, non-voting members and guests must be made online only through the **Convention Registration Platform**, which can be accessed by [CLICKING HERE](#).

Please note that there will be no registration for any Convention event at the Convention site.

3. Delegate Registration

Delegates should register for the whole weekend, including two nights at the hotel and meals, from Friday through Sunday.

4. Double vs. Single Occupancy

Most rooms are double occupancy, with the option of reserving a single room at an additional charge of \$170 for the weekend. Single occupancy is one of the registration options. Attendees can specify a roommate when registering; otherwise, a roommate will be assigned.

5. Special Needs

Delegates and guests may specify any special needs when registering.

B. Registration Options on the Registration Platform

Please carefully review the registration options below that you will find on the registration platform.

Registration options and their associated cost breakdowns:

1. Delegate (double-occupancy room): \$715

Includes:

2 nights in a double-occupancy hotel room plus 6 meals (Friday dinner, Saturday breakfast, lunch, and banquet, Sunday breakfast, lunch): \$595.

Registration fee: \$120 - includes convention book, tote bag, and other materials.

All plenary and breakout sessions.

2. Delegate (single room): \$885

Same package as delegates, plus \$170 single-room surcharge.

3. Convention guest (double-occupancy room): \$715

2 nights in a double-occupancy hotel room plus 6 meals (Friday dinner, Saturday breakfast, lunch, and banquet, Sunday breakfast, lunch): \$595.

Registration fee: \$120 - includes convention book, tote bag, and other materials.

All plenary and breakout sessions.

4. Convention guest (single room): \$885

Same package as convention guests, plus \$170 single-room surcharge

5. Convention guest (no hotel stay): \$500

4 meals (Friday dinner, Saturday lunch and banquet, Sunday lunch): \$380

Registration fee: \$120 - includes convention book, tote bag and other materials.

All plenary and breakout sessions.

6. Convention guest (Saturday): \$305

2 meals (Saturday lunch and banquet): Price \$250

Registration fee: \$55 - includes tote bag and other materials.

Saturday's plenary and breakout sessions.

7. Convention guest (Friday): \$125

Includes Friday's plenary session and dinner.

8. Saturday banquet only: \$175

Only for those who are not registered for the Saturday or weekend session.

9. Convention book: There is an option to purchase an additional convention book for \$65.

C. How to Pay: Payment Options

We are using an online registration platform available only to non-profits, which absorbs the usual credit/debit card fees that are generally passed on to the buyer. Although the platform does not charge a fee, it will prompt the buyer for a donation when completing the order; this helps them offset the cost of absorbing credit/debit card fees. There is a suggested amount, depending on what the total is and starting around 9%. If you click on the drop-down menu, you will see several suggested percentages displayed and a last option of Other. If you click on Other, you may enter \$0, or any dollar amount you wish to donate.

Payment can be made by card – credit or debit; if the order is over \$1,000 buyers will have the option of sending a check. There is also an option to transfer the money directly from your bank. We recommend sending a check if possible, or using a debit card if your branch has one. All checks should be made out to: UNWLA NJ Regional Council and sent to Margaret Nycz, 17 Waterford Drive, Montville, NJ. 07045. Please indicate "convention registration fee" in the memo line of your check.

We recommend that one person registers all of their branch delegates. Our instructions will refer to this person as the "buyer".

After choosing how many delegates and/or guests will be registered, the buyer should click "Select" to advance to the next screen.

The buyer will need to fill out his/her name, address, and email, even though they might not be attending the conference.

Each delegate's name and contact info will need to be entered, along with some other relevant information such as roommate preference for a double-occupancy room and any special requirements. If no roommate request is made, one will be assigned by the registration committee.

After that, the buyer enters the optional donation amount or \$0 (explained earlier) and the payment information, and hits “Confirm”.

Do NOT click on the “Participate as an Organization” box.

Registrations after the deadline of May 29, 2024, will be charged a \$50 late fee.

If you have any questions, please email the Registration Committee at

2024convregistration@unwla.org.