OFFICE OF
UNDERGRADUATE STUDIES
ACADEMIC ACHIEVEMENT PROGRAMS

UNIVERSITY OF MARYLAND
MCNAIR SCHOLARS & UNDERGRADUATE
RESEARCH CONFERENCE

How to Register

In most cases, a project director or staff member will complete the registration process on behalf of all the attendees. There is also an option to add a secondary contact information who will receive registration confirmation email(s) in addition to the primary registrant. To complete the registration process, you will need the following information:
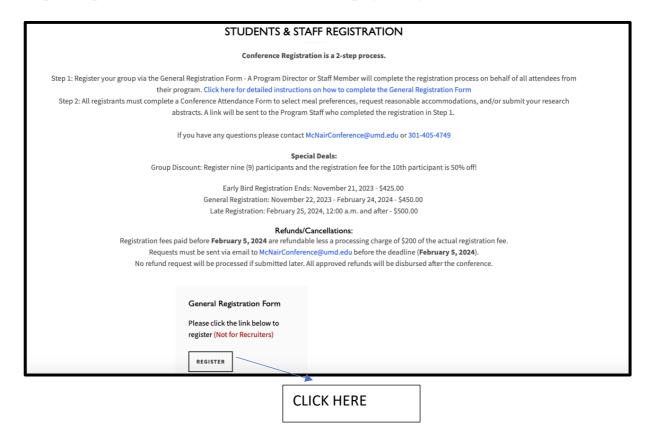
- Step 1: Registration Form- Names, email address, and information about who is attending and if they are presenting
- Step 2: Conference attendance form- You will need information about their dietary preferences, request for reasonable accommodations, and allergy restrictions for all attendees. For scholars who are presenting, you will also need information about their discipline, title of presentation, faculty mentor's name, presentation abstract, and co-authors (if any) will be needed

Having this information available in a spreadsheet will be helpful during the registration process. If you need to make changes to existing registration, please email at **mcnairconference@umd.edu.**

1. Navigation and Register/Sign-In

Start by going to
https://aap.umd.edu/2024mcnairconference/pages/registration.html

STUDENTS & STAFF REGISTRATION

Conference Registration is a 2-step process.

Step 1: Register your group via the General Registration Form - A Program Director or Staff Member will complete the registration process on behalf of all attendees from their program. Click here for detailed instructions on how to complete the General Registration Form

Step 2: All registrants must complete a Conference Attendance Form to select meal preferences, request reasonable accommodations, and/or submit your research abstracts. A link will be sent to the Program Staff who completed the registration in Step 1.

If you have any questions please contact McNairConference@umd.edu or 301-405-4749

Special Deals:
Group Discount: Register nine (9) participants and the registration fee for the 10th participant is 50% off!

Early Bird Registration Ends: November 21, 2023 - $425.00
General Registration: November 22, 2023 - February 24, 2024 - $450.00
Late Registration: February 25, 2024, 12:00 a.m. and after - $500.00

Refunds/Cancellations:
Registration fees paid before **February 5, 2024** are refundable less a processing charge of $200 of the actual registration fee.
Requests must be sent via email to McNairConference@umd.edu before the deadline (**February 5, 2024**).
No refund request will be processed if submitted later. All approved refunds will be disbursed after the conference.

General Registration Form

Please click the link below to register (Not for Recruiters)

REGISTER

CLICK HERE

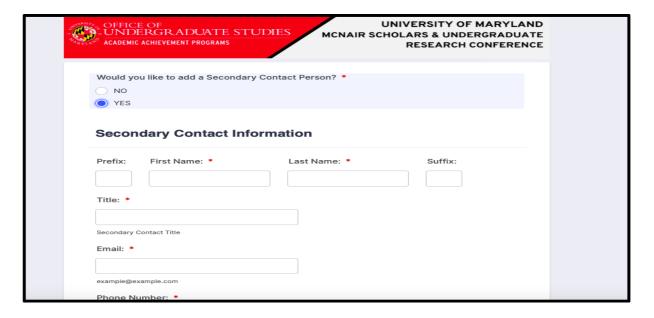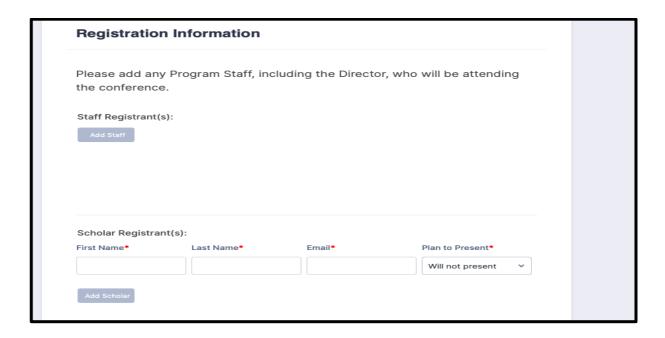# 2. Select Yes/No to adherence to UMD COVID-19 guidelines and fill the online form

Please note: Only Program Directors or Staff can fill the form.

3. **Once all the required fields are filled and you click 'NEXT' at the bottom, you will be prompted to enter secondary contact information.**
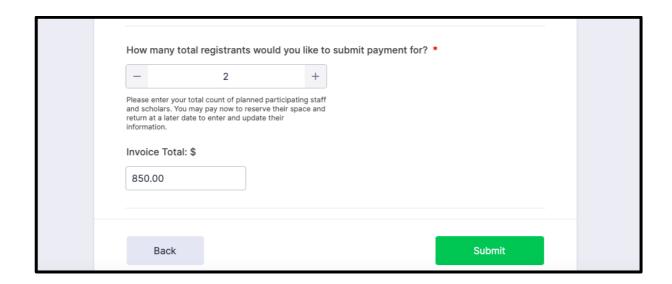

Enter 'Yes' and personnel details if you have an additional staff member, such as a graduate assistant or administrative assistant dealing with student registration. Otherwise enter 'No'

4. **You will then be asked to enter details of all program staff and McNair/research scholars planning to attend the conference. For ex: a program director who is filling the form but _not_ planning to attend the conference should not enter their details.**

Registration Information

Please add any Program Staff, including the Director, who will be attending the conference.

Staff Registrant(s):

[Add Staff]

Scholar Registrant(s):

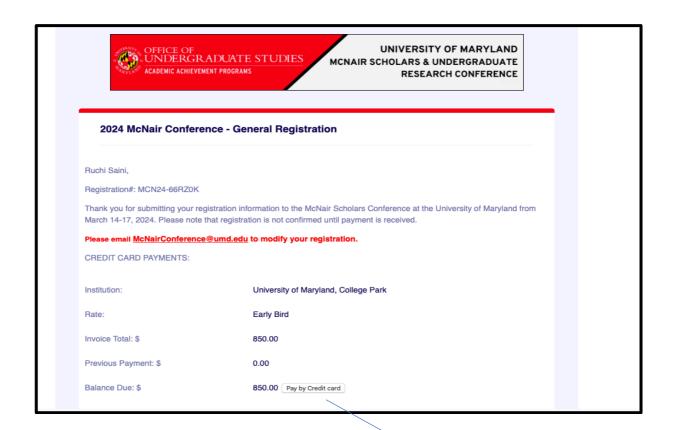| First Name*	Last Name*	Email*	Plan to Present*
			Will not present ⌄

[Add Scholar]

Note: For Scholar registrants, you can enter details and change their plan to present later. <u>To do so, you will need to reach out personally to mcnairconference@umd.edu.</u> However, abstracts must be submitted no later than February 5, 2024 for inclusion in the conference booklet.

5. **Finally, you will be prompted to manually enter the total number of registrants (program staff and scholars) you would like to submit payment for.**

How many total registrants would you like to submit payment for? *

[−]   2   [+]

Please enter your total count of planned participating staff and scholars. You may pay now to reserve their space and return at a later date to enter and update their information.

Invoice Total: $

850.00

[Back]   [Submit]

6. **Once you submit the details, you will receive an email with information on how to make credit card payment and add individual details about scholar presentations.**

2024 McNair Conference - General Registration

Ruchi Saini,

Registration#: MCN24-66RZ0K

Thank you for submitting your registration information to the McNair Scholars Conference at the University of Maryland from March 14-17, 2024. Please note that registration is not confirmed until payment is received.

Please email McNairConference@umd.edu to modify your registration.

CREDIT CARD PAYMENTS:

Institution:	University of Maryland, College Park
Rate:	Early Bird
Invoice Total: $	850.00
Previous Payment: $	0.00
Balance Due: $	850.00 [Pay by Credit card]

Click here to make payment

Click here to add details about each participant

Please review the attached invoice for accuracy and let us know if there are any discrepancies via McNairConference@umd.edu. Customer Service processes refunds only in the event of a processing error.

Again, thank you very much for registering. We will be sending further information as the Conference gets closer. We look forward to seeing you in the spring!

Please complete the McNair Conference - Attendance Form for each registrant to select meal preferences, request reasonable accommodations, and/or submit your research abstracts.

Presentations will occur on Friday, March 15th, from 2:45 pm - 4:15 pm, and Oral Presentations will occur on Saturday, March 16th, from 9:15 am - 12:45 pm. Please submit your abstract of no more than 250 words via the attendance form above no later than **February 5, 2024**. Abstracts will appear in an electronic or paper Conference Proceedings Book. Abstracts received after the deadline will not be included in the published documents.
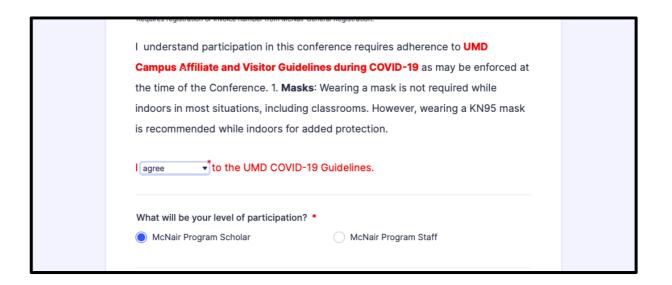
Sincerely,

UMD McNair Scholars Conference

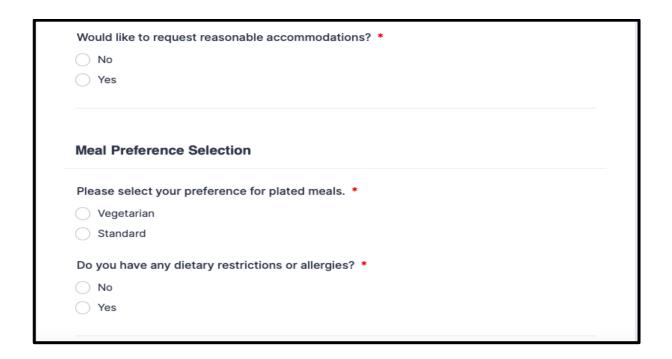Email: McNairConference@umd.edu

Please note: All registrants must complete the <u>conference attendance form</u> included in the confirmation email to select meal preferences, request reasonable accommodations, and/or submit your research abstracts.

Directors can share the McNair Attendance Form Link with the attendees who can enter their details, or choose to enter all attendees' details on their own. However, please be sure that there is no duplication of information.
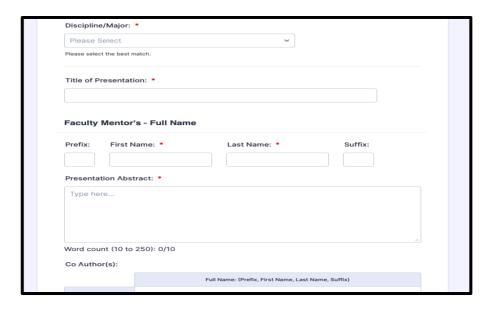
7. When you click on the attendance form, you will be prompted to enter information about McNair scholars and/or Program Staff attending.

When entering information about scholars and staff, please also have ready information about reasonable accommodations, participant meal preference, and dietary restrictions/allergies.

Would like to request reasonable accommodations? *

○ No

○ Yes

Meal Preference Selection

Please select your preference for plated meals. *

○ Vegetarian

○ Standard

Do you have any dietary restrictions or allergies? *

○ No

○ Yes

When entering details about scholars who are presenting, please have information about their discipline, title of presentation, faculty mentor's name, presentation abstract, and co-authors (if any) ready.

Discipline/Major: *

Please Select ⌄

Please select the best match.

Title of Presentation: *

Faculty Mentor's - Full Name

Prefix: First Name: *   Last Name: *   Suffix:

Presentation Abstract: *

Type here...

Word count (10 to 250): 0/10

Co Author(s):

Full Name: (Prefix, First Name, Last Name, Suffix)

8. Once you have registered staff and students via the attendance form, you will receive an email confirmation with the registrant details.