

The Military Child Education Coalition
2010 Annual Conference

CONFERENCE FAQs

HOW DO I REGISTER FOR CONFERENCE?

There are three convenient ways to register for the National Conference:

- Anyone can register on line, it is quick and easy. Go to www.MilitaryChild.org select Annual Conference from the top menu bar. Select “click here to register online”. On list, click on “Register Now” beside the MCEC 12th Annual Conference. Follow the easy steps to sign in or create a new record.
- Select “Download Registration Form Here” for a friendly PDF form.
- Call your friendly MCEC office and the registration team will be happy to walk anyone through the steps or take your registration over the phone.

IS MY CREDIT CARD AND PERSONAL INFORMATION SECURE ON THE MCEC WEBSITE?

- Yes. We are secured by VeriSign and once you submit payment, you will be on an https page, indicating that your information is secure.

CAN I REGISTER FOR MORE THAN ONE PRE-CONFERENCE INSTITUTE?

- No, all pre-conference institutes run simultaneously. There are opportunities throughout the school year to attend other phases or institutes.

WHAT TIME WILL THE CONFERENCE END ON FRIDAY?

- The conference should conclude at about 1:30 pm on Friday, July 23. We recommend that you not book flights with departure times before 4:00 pm.

WHAT AIRPORT WILL I FLY INTO?

- (DCA) Ronald Reagan Washington National Airport.

DO I NEED TO MAKE MY OWN HOTEL RESERVATIONS?

- Yes.

HOW DO I REGISTER FOR HOTEL ROOMS?

- Go to www.MilitaryChild.org select Annual Conference. Select “Click here to reserve your room at National Harbor for MCEC Annual Conference”.
- The National Harbor Housing Bureau has a dedicated phone line for our attendees to use. The number is 301-965-4019 and is available Monday through Friday from 8am to 6pm EST.

HOW DO I KNOW IF I AM A SCHOOL DISTRICT MEMBER BENEFIT DESIGNEE?

- Notices were emailed to eligible school district member primary contacts. If the school district membership is in good standing, they may nominate a representative from the district. The school district will notify individuals who have been nominated. The MCEC will notify school districts/benefit designees of their selection status no later than May 21st.

I AM A SCHOOL DISTRICT MEMBER BENEFIT DESIGNEE. CAN I TAKE PHASE 2 FOR MY PRE-CONFERENCE?

- Yes, if you meet the prerequisite requirement (have completed Phase 1).

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CAN YOU HOLD MY GOVERNMENT CREDIT CARD FOR PAYMENT UNTIL AFTER THE CONFERENCE?

- Upon written request, we can hold government cards until the first week of July. This is the MCEC conference billing policy.

CAN I GIVE YOU MY CREDIT CARD OVER THE PHONE?

Absolutely! Please gather the following information and give us a call at 254-953-1923 from 9am to 5pm CST Monday through Friday.

- Name of registrant to apply the payment to
- Credit card number (we can only accept Discover, MasterCard and Visa)
- Name of cardholder
- Expiration date of card
- V-Code (last 3 digits on the back of the card)
- Amount of payment (and what it is for, i.e., registration, pre-conference, etc.)
- Phone number
- Fax number or email address, depending on how you want us to send your receipt

CAN I PAY FOR MY REGISTRATION AT THE CONFERENCE?

- Yes, but to expedite the registration process, we recommend that you pay in advance.

CAN I REGISTER FOR PRE-CONFERENCE ONLY?

- Yes, if you will not be attending any sessions or events associated with the MCEC annual conference after the pre-conference concludes at 11:00 am on Wednesday, July 21. Just select the PRECON-ONLY option for registration type online. You will only be billed the \$75 institute fee.

WHAT IF I NEED TO CANCEL?

- If you cancel before June 18, 2010, registration fee will be refunded less \$50 administrative costs. If you cancel on or after June 18, 2010, registration fee is nonrefundable; however, it is transferable.
- Hotel room deposit is fully refundable if the hotel receives notice 3 days prior to scheduled arrival and a cancellation number is obtained.

IF I CAN'T ATTEND THE WHOLE CONFERENCE, CAN I PAY A PRORATED AMOUNT TO ATTEND PART OF THE CONFERENCE?

- Yes, as space allows (this option is not available online; must be coordinated directly with the MCEC office).

CAN I BRING A GUEST (NOT REGISTERED FOR CONFERENCE) TO ONE OF THE MEALS?

- Yes, meal tickets for guests will be available for purchase as room space allows (this option is not available online; must be coordinated directly with the MCEC office). Conference name badges or tickets will be required for session admittance (including meals) due to space limitations.