

*****CONFERENCE REGISTRATION FORM

The NRC RAP will register you and direct pay conference registration fees that are \$250 or more. Please note that *conference registration cannot be initiated until you have received your approved travel authorization form*.

If registration can be done online, please complete the following information. If registration cannot be done online, please provide us with a completed conference registration form from the conference website.

Name	Agency
Lab Address1	Date
Lab Address2	Phone
City, State, and Zip Code	Email
Conference Name	
Start Date	End Date
URL	
If online registration site requires a userID and password, list them below: UserID: <input type="text"/> Password: <input type="text"/>	
Registration Type (member/non-member/professional/etc.): Member Affiliation Number (if applicable):	
Registering for: <input type="checkbox"/> Full conference <input type="checkbox"/> Partial conference	
Do you plan on delivering a presentation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are any special workshop(s) included in the conference registration fee:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any dietary and/or other special needs (e.g., wheelchair assistance, auxiliary aids, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total registration amount	
Additional information:	
Emergency Contact Name	
Telephone Number	Relationship
Please send your completed form to rapconferencereg@nas.edu no later than three weeks before the registration deadline. You will receive a confirmation e-mail acknowledging that your registration has been processed. Please note if you do not attend the meeting after submitting this form the registration fee will be deducted from your NRC RAP travel budget.	