

**23rd Annual ASBA Meeting & Conference**

San Francisco, California

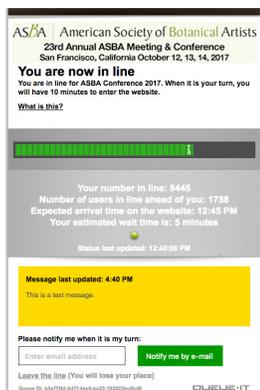
October 12, 13, 14, 2017

Tips for a Successful ASBA Conference Registration

**REGISTRATION OPENS JULY 22, 2017 AT NOON EASTERN TIME!**

To make the registration process smoother and fairer for all, a new online registration program has been implemented. Please read below so you have the best chance to get into the workshops and lectures you prefer. You may preview the choices at <https://www.asba-art.org/conference/2017-san-francisco>

- 1. Be sure your membership is current.** Only members in good standing may register.
- 2. Registration is through this special link, live at noon, Eastern Time, at: <https://asba-conf.org>.** The "ASBA Highlights" e-mail newsletter will send out a reminder with this link before registration opens. Use this link only. Do NOT log in.
- 3. Have your first, second, and even third choice selections prioritized and written down before registering.** Have your meal selections ready as well. Make sure you write down your box lunches and where your workshops will be so you order them for the proper location (Filoli or Marriott).



**4. You automatically will be put in a "virtual line" to register, which will look like the image on the left.** This automatic queue lines everyone up in the order in which each member clicks on the registration link. The queue will show you how many people are in line in front of you. If you need to leave your computer while waiting in line, you will be able to enter your email address. The queue will save your place in line, and notify you by email when it's your turn to register. If you completely leave the queue by clicking on the "leave" button or quitting out of your browser, you will be given a new place at the back of the line when you return.

Don't panic about flying through the registration process. You will have ten (10) minutes to enter the registration site, and 20 minutes of page idle if you need a little time to read through your notes or if you're a slow typist.

- 5. What will not help:**
  - a. It won't help your chances to arrive early to the registration website.** All members who click on the link before registration opens will be randomized as a group, and then put in line according to their randomized number **after** registration opens.
  - b. It won't help your chances to use multiple devices or open a bunch of registration site windows in your browser.** The queue will recognize multiple devices and throw all of them out except one. Use **ONLY** one device (desktop computer, laptop, tablet or smart phone) and click the link **ONCE** to go to the online registration site to avoid any confusion or delays.
  - c. It won't help your chances to do some programming of your own.** The queue will recognize any script or program and disconnect the person who is using the additional programs to gain an advantage.
- 6. Online Payment:** Please have your credit card ready. We accept VISA, MasterCard and Discover **ONLY**.
- 7. You may register by mail.** Download the registration form from the ASBA website. Mail the completed form with your check payable to: ASBA 23rd Annual Meeting, 2900 Southern Blvd., Bronx, NY 10458-5126. Registration is on a first-come, first-served policy: Mail-in registrations will be processed when received, not based on postmark date. Mail-ins postmarked prior to opening day of registration (July 22) will not be processed until July 22.
- 8. Questions?** If you have questions regarding selection of classes, email [annualmeeting@asba-art.org](mailto:annualmeeting@asba-art.org) or, once you've registered, if you need a change to your registration, email [conf.registration@asba-art.org](mailto:conf.registration@asba-art.org) or phone the ASBA office at 1.866.691.9080.

**See you in San Francisco!**