ANA2024 Registration Guide

We are thrilled you have decided to register for ANA2024! The registration platform is new this year, so we have created a guide to help you if bump into any challenges along the way. If you have questions or need assistance with registration, please email <u>meetings@myana.org</u>.

- 1. To register, click on this <u>link</u>.
- 2. Once there, you should see this welcome screen:



3. If you are an ANA member, click on the "Members Click Here to Register" button. After this, skip to step 10.



- 4. If you are a non-member, consider joining the ANA to take advantage of significantly reduced registration fees. Did you know it is less expensive to pay for your membership and the member registration rate than to register as a non-member?
- 5. Non-members, we will ask you one more time if you would like to join the ANA. You can join AND register all in this one transaction if you would like!



6. In the non-member option, you will see the following options:

Select Re	egistration Bundle:
0	Department Chair, Professor, Associate Professor, Assistant Professor, Instructor or Equivalent (High Income Countries) September 14 - 17, 2024 - Hilton - Orlando, FL
0	Department Chair, Professor, Associate Professor, Assistant Professor, Instructor or Equivalent (Low and Middle Income Countries) September 14 - 17, 2024 - Hilton - Orlando, FL
0	Postdoc Fellow, Trainee, Resident or Equivalent (Low, Middle and High Income Countries) September 14 - 17, 2024 - Hilton - Orlando, FL
0	Undergraduate, Graduate, Medical Student (Low, Middle, and High Income Countries) September 14 - 17, 2024 - Hilton - Orlando, FL
0	Senior (LMIC) Retired Department Chair, Professor, Associate Professor, or Equivalent, no longer active in the field of neurology September 14 - 17, 2024 - Hilton - Orlando, FL
0	Senior Retired Department Chair, Professor, Associate Professor, or Equivalent, no longer active in the field of neurology September 14 - 17, 2024 - Hilton - Orlando, FL

- 7. Please select the option that matches your career level AND be sure to make note of your location, whether it is a <u>high-income country</u> or a <u>low- or middle-income country</u> (LMIC).
- 8. Once you have selected your career level and country status, you will see the options available to you:

Select Bundle Options For: Department Chair, Professor, Associate Professor, Assistant Professor, Instructor or Equivalent (High Income Countries)		
	Full Meeting Early Bird September 14 - 17, 2024 - Hilton - Orlando, FL \$1,250.00	
	Research Careers Reimagined (RCR) Course Add-on to Full Meeting Early Bird Instructor/Assistant Professor September 14, 2024 - Hilton - Orlando, FL \$300.00	
	Opening Symposium ONLY (Saturday) Early Bird September 14, 2024 - Hilton - Orlando, FL \$700.00	
	SUNDAY ONLY (One-Day Registration) Early Bird September 15, 2024 - Hilton - Orlando, FL \$950.00	
	MONDAY ONLY (One-Day Registration) Early Bird September 16, 2024 - Hilton - Orlando, FL \$950.00	
	TUESDAY ONLY (One-Day Registration) Early Bird September 17, 2024 - Hilton - Orlando, FL \$950.00	
	Research Careers Reimagined (RCR) Course Early Bird Instructor/Assistant Professor ONLY September 14, 2024 - Hilton - Orlando, FL \$400.00	
	Research Careers Reimagined (RCR) Course + Opening Symposium (Saturday) Early Bird Instructor/Assistant Professor ONLY September 14, 2024 - Hilton - Orlando, FL \$700.00	

9. After selecting the item you wish to register for, you will see additional options below. *From here, go to step 11.*



- 10. If you are a member, you will see the options available to you. Below those options you will see additional options (guest passes) that you may purchase for a guest to join you at some of the social events.
- 11. If you do not wish to select any additional options, you can move to the Information section of the registration.

Enter Personal Information:				
Salutation: First Nar	ne: *	Last Name: *		Suffix:
Organization: *		Title:		
Address: *				
City: *	State / Province / Territory:	Zip / Postal Co	de: *	Country:
Email: *	Phone: *	Ext:	Mobile Phone:	Fax:
Please provide emergency contact information: Full Name	e and Phone Number: *			

- 12. Please note the * next to some questions/fields. Those are required fields, and we need you to respond to each of them.
- 13. Continuing, there are a series of questions to answer. After answering that series of questions, you will reach an area where you may enter a Priority Code if you have one.

Enter Priority Code:	
If you have a priority code for this attendee, please enter it here:	
Con	tinue

14. After you enter any priority codes, please click continue. You will not be able to continue if you have not completed all required fields. You will be prompted to respond to any fields requiring information.

Copening Symposium S	Sept. 14		LORIDA
Event Registration - Summary			
NA2024 the 149th Annual Meeting of the ANA September 14 - September 17, 2024 Orlando, Florida			
This Registration is For The Following People:			
Brenda Orffer - American Neurological Association [Remove]			
Department Chair, Professor, Associate Professor, Assistant Professor, Instructor or Equivalent (High Income Countries)	September 14 - 17, 2024		\$0.00
Full Meeting Early Bird	September 14 - 17, 2024		\$1,250.00
President's Reception Guest Pass	September 16, 2024		\$120.00
		Cost:	\$1,370.00
		TOTAL COST:	\$1,370.00
How Would You Like To Proceed?			
Add Another Person			
or			
Finalize Registration			

- 15. Once here, you can review your registration options and make sure that everything adds up and is correct on your screen. If so, please click finalize registration.
- 16. On the next page, you will see the billing options:

Event Registration	
ANA2024 the 149th Annual Meeting of the ANA September 14 - September 17, 2024 Orlando, Florida	
Select Billing Type:	
	~

17. Select your payment method. The ANA accepts Visa, Mastercard, Discover, and American Express. You will then be prompted to enter your payment information.

lect Billing Type:			
Visa			
Amount Due \$1,370.00			
Card Number: *	Exp Month:	Exp Year:	CVC Code *
	01 🗸	2024 🗸	
First Name: *	Last Name: *		
Brenda	Orffer		
Address: *			Use Registration Addres
City: *	State / Province / Territory:	Zip / Postal Code: *	Country: *
Email: *			
$\frac{5}{M} E \frac{5}{T} \frac{j}{j}$ Please Enter The Letters and/or The Numbers You See In The Above Box:			
IMPORTANT: It can take up to two minutes to process the form. Do not click the "Submit" button time. If you experience problems or have questions, send email to borffer@myana.org.	again or click your back browser bu	tton. Your credit card may be inad	vertently charged a second
Complete	Registration		

- 18. Once you have completed the payment form, click complete registration. You will then see a confirmation page and you will receive a confirmation email with your receipt attached. The confirmation email will go to the email utilized/provided in the registration.
- 19. You are all set to go to ANA2024!
- 20. Remember to <u>reserve a room</u> by August 22, 2024, if you will need accommodations in Orlando! *The ANA room block and special pricing ends August 22, 2024, or when the block is full, whichever is first.*