



## Attendee FAQ's, Deadlines, and Important Information

Get the most up-to-date information by using our resources and FAQs below. This page is regularly reviewed and refreshed, so please bookmark this page, and check back frequently.

### Registration Information

#### Registration Pricing

Early Bird Registration: open now through January 9 @ 12:00 pm

- Individual Ticket: \$55
- Table of 10: \$650 (Table reservations receive reserved seating and digital recognition at the event)

Late Registration: open January 9 @ 12:01 pm through January 24 @ 12:00 pm

- Individual Ticket: \$65
- Table of 10: \$700 (Table reservations receive reserved seating and digital recognition at the event)

#### Registration Deadline

Registration closes January 24, 2023. To take advantage of our Early Bird Discount click [HERE](#).

#### Registration Confirmation & Management

After completing registration, a confirmation email will be sent to the email address provided at the time of registration. Please locate this email as soon as possible to verify that your registration has been received and that your attendee information is accurate. If you do not see the confirmation email in your Inbox, please check your Junk or spam folder.

Your confirmation email is very important as it allows you to manage your reservation. You can update your attendee information (i.e., edit/change/replace attendees), add the event to your calendar, access your invoice or receipt, and cancel a reservation.

- **Update Attendee Information:** To edit, change, and/or replace attendee information, find the section that says, "Update your registration information here" in the body of your confirmation email. This link will direct you to your registration page where you can update, replace, or edit attendee information. When edits are complete, make sure you click SUBMIT on the bottom of the page.



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### Registration Confirmation & Management cont.

- **If you manage reservations for multiple attendees:** we recommend adding each individual's email address to their reservation. We will be sending event information that will be important for each registrant to receive.
- **Cancel Reservation:** To cancel a reservation, find the section that says, "Update your status here" in the body of your confirmation email. This link will direct you to your cancellation page. Click the orange "Unregister" button to cancel your reservation
- **Access your Invoice/Receipt:** A link to your invoice/receipt is located in your confirmation email.

### Event Check-In & Seating

This event is by reservation only so all guests will need to check-in upon arrival. Check-in will require the attendee's first and last name. Please make sure your registration is updated and accurate by February 6, 2023. Any changes made after February 6, 2023, will need to be communicated at the door.

**Sponsors and those who purchased tables** will have reserved seating. Please make sure your table registration is updated and accurate by February 6, 2023. To ensure a smooth check-in process for your guests please make every effort to meet this deadline. Any changes made to your table after February 6, 2023, will need to be communicated at the door.

- You can update your attendee information through your confirmation email. To edit, change, and/or replace attendee information, find the section that says, "Update your registration information here" in the body of your confirmation email. This link will direct you to your registration page where you can update, replace, or edit attendee information. When edits are complete, make sure you click SUBMIT on the bottom of the page.

### Cancelation Policy:

Registration closes January 24, 2023. A full refund will be given for cancellations received on or before 12pm on January 24, 2023. Cancellations made after 12pm on January 24, 2023, will be responsible for payment.

If you cancel before the aforementioned deadline, you can expect to receive a refund within 5-7 business days. All refunds will be issued to the original payment type. You may also transfer your registration if circumstances prevent you from attending the event. Please see below for details about transferring a registration.

Your confirmation email includes the option to cancel a reservation. To cancel a reservation, find the section that says, "Update your status here" in the body of your confirmation email. This link will direct you to your cancellation page. Click the orange "Unregister" button to cancel your reservation



## **Attendee FAQ's, Deadlines, and Important Information**

### **Transfer Your Registration**

If you are unable to attend, you may send someone in your place. Substitutions are welcome through February 6, 2023. Any changes made after February 6, 2023, will need to be communicated at the door.

You can update your attendee information through your confirmation email. To edit, change, and/or replace attendee information, find the section that says, "Update your registration information here" in the body of your confirmation email. This link will direct you to your registration page where you can update, replace, or edit attendee information. When edits are complete, make sure you click SUBMIT on the bottom of the page.

## **General Information**

### **Event Details**

The Annual Banquet will be held on Thursday, February 9, 2023, at The McNease Convention Center, located at 501 Rio Concho Drive.

Our evening will begin at 5:30pm with a Reception and Cash Bar. Dinner will be served at 6:30pm, and our program will kick off at 7:30pm.

### **Dress Attire**

Groovy getups are encouraged but dressy casual is perfect too!

### **Event Invoicing**

Please pay all outstanding balances prior to the Annual Banquet. If you did not pay at the time of registration, the link to complete your payment is in your confirmation registration email. If you cannot find the confirmation message in your inbox, please check your Junk or Spam folder. If you still cannot locate the email, please contact the Chamber and we will have it re-sent.