9th International Workshop
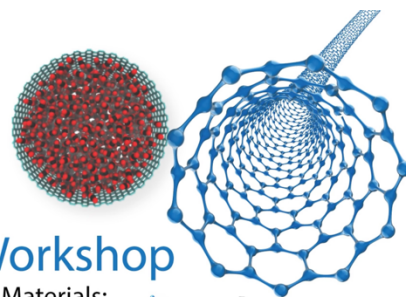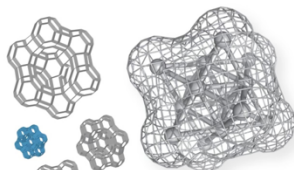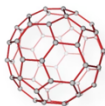Characterization of Porous Materials:
From Ångströms to Millimeters
May 19 - 22, 2024 | Delray Beach, FL-USA

IMPORTANT DATES:

November 15, 2023	Abstract submission deadline
December 15, 2023	Notification of acceptance
February 16, 2024	Last day for Discounted Early Bird registration
March 26, 2024	Poster abstract deadline for recent research reports
April 19, 2024	Discounted hotel reservation at the Opal Grand Oceanfront Resort
February 16, 2024	Last day for Regular registration
May 19, 2024	First day of conference – o 1:00 pm - On-site Registration o 6:00 – 8:00 pm - Welcome Reception
May 22, 2024	Last day of conference – o 1:00 pm - Conference closing session
June 15, 2024	Submission of manuscripts for the conference proceedings published in the journal **Adsorption**

REGISTRATION FEES:

Type of Registration	Early Bird	Regular Registration
Student	$425	$525
Academic	$700	$800
Government/Industrial	$850	$950

Early Bird pricing is available through Friday, February 16, 2024.

REGISTRATION INSTRUCTIONS:

Online Payment Portal Link: https://ce-catalog.rutgers.edu/coursedisplay.cfm?schID=90272

STEP ONE: ACCOUNT CREATION
- Scroll to the bottom of the Conference payment portal page and click **Register/Login Now**.
  - If you already have an account in the Rutgers Continuing Studies registration system, you can log in here.

  - If you do <u>not</u> already have an account, scroll down, and click the **Create Account** button under **New Registrant**. You will need to enter your profile information (* indicates a required field) and set up a **Username/Password**.
    - **NOTE:** If you need to create an account/register on behalf of someone else, create *your* account first. Back on the registration page, click the **"Need to register for someone else? Click here."** link. You will be prompted to create an account profile for each person, and their account will be linked to yours as a **"Member Account"** for registration purposes. (Please use a unique email address/username for each account.)

STEP TWO: REGISTRATION AND PAYMENT
- Once logged in on the Conference registration page, select a **Conference Fee,** and then click **Add to Cart**. If registering for someone else, use the drop down to select the name of the individual to register and then click **"Add to Cart."** *Repeat as necessary.*

PAYMENT OPTIONS:
There are three (3) acceptable methods of payment. Please follow the appropriate steps below.

Payment by Credit Card/eCheck
- Click **Checkout**. The following review screen will confirm your details.
  - Check the box to accept the **General Refund Policy**.
  - Click on **Place Order**. (This will take you to the secure payment portal.)
- Click the drop down under **Payment Method** and select **eCheck** or **Credit Card**.
- Enter Cardholder name and Credit Card information.
- Scroll down to enter the **Billing Address** and **Email Address**.
- After all information is entered, click **Continue** at the bottom.
- Review the information. Click **Confirm**.

Payment by Purchase Order (PO)
- Check the **Pay by PO** box.
- Click **Checkout**. The next screen will confirm your organization's payment details.
  - **Company:** enter the organization responsible for processing your PO payment.
  - **PO Number**: enter your PO number; if not yet known, enter **TBD**. (Do not enter any other information in this field.)
- Click **Next Step**. The following review screen will confirm your details.
  - Check the box to accept the **General Refund Policy**.
  - Click on **Place Order**.
- Back on the **Check Out – Complete** page, navigate to **My Account** on the upper right and select **View/Pay Invoices** from the dropdown menu. Click the invoice number to download/print a copy of your invoice for processing with your Business Office.
  - <u>Before the conference:</u> Email your requisition/PO documentation for signature to ANCORHelp@docs.rutgers.edu as promise of payment. A valid PO number is required.
  - <u>After the conference</u>: Mail your check payment, payable to "Rutgers, The State University of NJ," for the full amount due to the remit to address on your invoice.

Payment by Electronic Funds Transfer (ACH) or Wire Transfer
- Check the **Pay by PO** box.
- Click **Checkout**. The next screen will confirm your organization's payment details.
  - **Company:** enter the organization responsible for initiating your wire payment.
  - **PO Number**: enter **WIRE**. (Do not enter any other information in this field.)
- Click **Next Step**. The following review screen will confirm your details.
  - Check the box to accept the **General Refund Policy**.
  - Click on **Place Order**.

- Fill out this short **Wire Transfer request form**. Please include the following information:
  - **Username** (established when created your Rutgers Continuing Studies account)
  - **Email Address** (which must match your Rutgers Continuing Studies account)
  - **Organization** (that will be initiating the transfer)
  - **Source Location** (Domestic or International, including City/State/Country)
- Share the following details with your Business Office to initiate the ACH/wire transfer payment:

Domestic (US)	International
ACH or Federal Wire Routing Transit Number: 121000248	**ACH or Federal Wire Routing Transit Number:** 121000248
Bank Name: Wells Fargo Bank	**SWIFT Code:** WFBIUS6S
Bank Address: 550 S Tryon St, 27th Floor	**Bank Name:** Wells Fargo Bank
City, State, Zip: Charlotte, NC 28202	**Bank Address:** 550 S Tryon St, 27th Floor
Account Number: 2020800009690	**City, State, Zip:** Charlotte, NC 28202
Title of Account: Rutgers, The State University of NJ	**Account Number:** 2020800009690
	Title of Account: Rutgers, The State University of NJ
	CHIPS Code: 0407

CANCELLATION POLICY:

Cancellations made *on/before* Friday, April 26, 2024, will receive a refund in the amount of their payment, minus a $50 administrative fee. Cancellations made *after* April 26, 2024, will receive a refund in the amount of their payment, minus a $100 administrative fee. No refunds will be made for cancellations after May 5, 2024.

Substitutions are permitted and registrations can be transferred to another person at no charge.

QUESTIONS?

Please contact the Rutgers Continuing Studies Support Team for questions regarding your registration. Be sure to reference the **CPM-9** conference in your communications.

   Email: ANCORHelp@docs.rutgers.edu
   Phone: 848-202-3292

Thank you, and we look forward to seeing you at the conference!