

## **FBD Conference Registration Frequently Asked Questions (FAQs)**

*See End of FAQs document for specific Covid-related policies*

1. What is FBD and Why Do I Have to Pay Them a Registration Fee?  
FBD provides educational sessions for its attendees, but it also serves as the conference 'organizer'. The FBD registration fee is used to cover general conference costs such as exhibit hall activities, registration processing, credit card fees, etc. Association registration fees would be higher if FBD did not provide these activities for the associations.
2. Is Online Registration or On-site Registration available after the 'Early' Registration Deadline?  
Yes. Online registration re-opens approximately one week after early online registration closes. You may also register on-site at the conference beginning at 11:00 a.m. on Wednesday of the conference. Registration is located inside the Exhibit Hall. Fees are higher after the early registration deadline passes. FBD registration fees are \$25 higher for late and on-site registration; association registration fees may also be higher.
3. When is the registration deadline to avoid higher registration fees?  
Mail-in registrations are only accepted for early registrations. Mail-in registrations must be postmarked by February 6, 2023. Online early registration will open on/about December 1<sup>st</sup>. Online early registration will close at 5:00 p.m. CST on February 13<sup>th</sup>, 2023.
4. What is the cancellation/refund policy?  
Refunds for cancellation of registration are granted only for extenuating circumstances. Registered attendees will receive a 100% refund of their FBD and association registration fee(s) if the request for registration cancellation is received and approved by the FBD Secretary/Treasurer at least ten (10) days prior to the start of the conference. Requests for cancellation within ten days of conference start (deemed to be 11:00 a.m. CST on Wed, March 8<sup>th</sup>) will not be approved and fees will not be refunded. There are NO exceptions (e.g., medical issues, death in the family, automobile accident, flight delays, etc.) to the ten day time limit. Requests for refunds must be made in writing directly to the FBD Secretary/Treasurer.
5. What if I am both a graduate student and a faculty member?  
As long as you are currently enrolled full-time in a graduate program, even if you are also a full-time faculty member, you may register as a student member.
6. What is the FBD Awards Banquet and Reception and am I required to attend?  
The Awards Reception and Banquet is held on Wednesday evening of the conference. Each association recognizes a Distinguished Paper and an Outstanding Educator at this banquet. Selection for one of these awards is quite an honor. Award winners are invited to the reception and banquet on a complimentary basis and provided with a small token of recognition. No cash awards are given at this event. Other association and FBD officers are also recognized for their service at this class event. You are only required to attend if you were selected for one of the Distinguished Paper or Outstanding Educator awards and your admission is provided on a complimentary basis in that case.
7. Who qualifies as a Guest for the Guest Pass?  
Because the FBD conference is often held in family-friendly, well-desired locations, conference attendees may bring a family member or friend with them to the conference. These individuals may be a spouse, child, significant other, friend, etc. You may purchase a guest pass for this individual for \$30. The guest pass allows the guest to attend FBD general events (e.g., coffee breaks, Presidential Welcome Reception) held in the Exhibit Hall. The guest pass allows for entry **ONLY** into the Exhibit Hall. An

individual with a guest pass may NOT attend any association sessions, meetings, breakfasts/luncheons, etc. Any one over the age of six (6) must have a guest pass to enter the Exhibit Hall. Guest Passes are only available to a guest of a registered conference attendee. The guest must not be affiliated with any higher education institution in an academic position.

8. What events can I participate in as a registered member of FBD?

As a registered member of FBD, you can attend any Exhibit Hall events. You can also attend all general sessions, meetings, and food & beverage events (except those designated for officers only) of the association(s) that you are registered for. One of the great features of this interdisciplinary conference is that your conference registration also entitles you to attend any technical/paper/panel session of any association. However, you cannot attend any business meeting or food & beverage event of an association unless you are registered for that association.

9. Which association(s) do I need to register for?

You MUST register for any association in which you are listed in the program of that association. This includes participation as a paper presenter, panelist, moderator/discussant, guest speaker, poster presenter, etc. If you have papers/participation in multiple associations, you must register for multiple associations. However, you must only pay the FBD registration fee once.

10. Can I attend other meetings in the conference if I am not registered for that part of the conference?

One of the great features of this interdisciplinary conference is that your conference registration also entitles you to attend any technical/paper/panel session of any association. However, you cannot attend any business meeting or food & beverage event of an association unless you are registered for that association.

11. Can I pay by mail?

Yes. But, payments by mail can only be made for early registration and must be postmarked by February 6th, 2023. If you must pay by check or do not want to pay online and you have missed the postmark deadline, you can pay by check while on-site at the conference. Late/on-site fees are higher.

12. Can I register online?

Yes. You can register online at [www.fbdonline.org](http://www.fbdonline.org). Online registration for early registration will open on/about December 1<sup>st</sup>. Early registration will end at 5:00 p.m. CST on February 13, 2023. Late registration will re-open on the website about a week after early registration closes.

13. How will the online registration show up on my credit card statement?

Your registration payment will show up on your credit card statement as "FED OF BUS DISCIPL - CHARITIES".

14. Can I register on-site?

Yes. On-site registration opens at 11:00 a.m. on Wednesday, March 8<sup>nd</sup>, in the Exhibit Hall. Registration Hours are 11:00 a.m. – 5:30 p.m. on Wednesday, March 8<sup>th</sup>; 7:30 a.m. – 5:00 p.m. on Thursday, March 9<sup>th</sup>; and 7:30 a.m. – 4:00 p.m. on Friday, March 10<sup>th</sup>. Saturday registration hours are based on need. FBD registration fees are \$25 higher for late and on-site registration; association registration fees may also be higher.

15. How do I register online?

Go to [www.fbdonline.org](http://www.fbdonline.org). At the top of the home page is a link to sign up for an account or login. Once you have logged in, you can shop for your registration options. Your registration fee includes the FBD required registration fee. To register for multiple

associations without paying the FBD fee multiple times, please contact us at [info@fbdonline.org](mailto:info@fbdonline.org).

16. What do I do if I am having registering online for the conference?

For the most part, individuals do not have trouble with our website registration. But, it is frustrating when they do. Often, the issue is due to university spam and security settings that won't allow our system to communicate with the university system. Do NOT get frustrated before you ask for help. Send an email to [info@fbdonline.org](mailto:info@fbdonline.org), our Secretary/Treasurer Kelly Noe at [noekelly@safsu.edu](mailto:noekelly@safsu.edu), our Webmaster Cheryl Prachyl at [cprachyl@gmail.com](mailto:cprachyl@gmail.com) or to our Executive Director Michelle McEacharn at [mceacharn@ulm.edu](mailto:mceacharn@ulm.edu). We can help you resolve the issue and get you on the way to registering. However, please note that deadlines will NOT be extended because of such website issues. Make sure to register early so that you have time to resolve issues in case you experience them.

17. What if I'm having trouble setting up an acceptable password?

Note that your FBD login password must be at least 12 characters in length, contain both an upper case and lower case letter, and include at least one number and one special character (\$, #, &, !, etc.). Contact us at [info@fbdonline.org](mailto:info@fbdonline.org), [cprachyl@gmail.com](mailto:cprachyl@gmail.com), [noekelly@safsu.edu](mailto:noekelly@safsu.edu), or [mceacharn@ulm.edu](mailto:mceacharn@ulm.edu) if you have trouble after trying a password that meets these criteria.

18. How do I get a copy of my conference registration receipt?

A receipt will be emailed to you when you register. However, sometimes university spam filters block the receipt from your email account. Please search for 'temptitle' as one option. You can always download your receipt, or another copy of your receipt. Log in to [www.fbdonline.org](http://www.fbdonline.org). Click on View Orders and you can download a duplicate receipt from that page.

19. Can I attend the FBD Awards Reception and Banquet if I did not win one of the Distinguished Paper or Outstanding Educator awards?

Yes. One of the optional fees you can select is for the reception and banquet. The cost is \$50, which is highly subsidized by FBD. This is a professional, elegant affair. Business attire is expected. The reception begins at 6:30 p.m. The banquet begins at 7:30 p.m. The event is held on the Wednesday evening of the conference. However, do not pay for this event unless you know you can attend. The fee is nonrefundable and cannot be transferred to any other individual.

20. What if I need special accommodations?

Anyone who requires a special accommodation for a specific disability should contact the conference hotel at least one week prior to the conference. You should also communicate this need to the FBD General Program Chair, Eugenie Ardoin, at [goodwin@ulm.edu](mailto:goodwin@ulm.edu).

21. I am an international attendee and the registration won't accept by payment because my zip code isn't valid. What do I need to do?

Enter 99999 as your zip code. The registration should work. If you continue to have problems with registering, contact FBD Secretary/Treasurer Kelly Noe at [noekelly@sfasu.edu](mailto:noekelly@sfasu.edu).

## **Covid-related Policies and Information –**

FBD has updated our cancellation and refund policy for COVID-related reasons only to ensure individuals who are COVID positive are not tempted to attend the conference and potentially diminish the safety of our attendees. Those who receive a positive COVID test within the 10-day typical refund window, but before the start of the conference (deemed to be 11:00 a.m. on Wednesday, March 8<sup>th</sup>, 2023), may request a refund *upon sufficient proof of the positive test result*. The FBD fee will be returned to you. Each member association will make their own decision about refund of individual association fees.

If you suspect that you have been exposed to COVID and that you may put others at risk, we appeal to you to cancel your attendance and seek potential reimbursement from your home institution. Non-confirmed cases (e.g., no positive test) of COVID or exposure to COVID exposures will not suffice for purposes of a refund.

*It is your responsibility to seek reimbursement for your fees from your home institution in the event of travel restrictions and/or illness related to Covid.*

If you are experiencing symptoms, have been significantly exposed to Covid, or have received a positive Covid test result, it is your responsibility to withdraw from the conference and not expose others by attending.

FBD and its member associations are not responsible in the event you are exposed and/or contract Covid as a result of your attendance at the conference or as a result of your travel for the conference.

It is your responsibility to exercise the appropriate consideration so that you do not expose others to Covid nor potentially make others ill as a result of your exposure to Covid or other such contagious illnesses.

FBD will follow all safety protocols mandated by the State of Texas, City of Houston, and Hyatt Regency Houston and, thus, its attendees are expected to also follow those mandates.

Proof of Covid vaccination or a negative result from a Covid test may be required for participation in the FBD conference activities held in Houston, TX if local and/or other mandates exist.