

REGISTRATION INSTRUCTIONS

**Southeastern Branch
American Society for Microbiology
Annual Conference ♦ November 6 – 7, 2009
Coastal Georgia Center, Savannah, Georgia**



Instructions

1. Complete the general information and registration fee sections on the registration form. You will need Adobe 7.0 or higher to use the interactive form.
2. Print the form for your records using the "Print Form" button.
3. Electronically submit the form data by hitting the "Submit by Email" button – this button will submit the form data but not the form. Select the appropriate means for email submission (e.g. desktop email application) when prompted. Select the "submit data electronically" option if displayed. This will open your email application and display an email with an attached "registration" file. You must send this file from within your email application to complete the submission process.
4. Payment via PayPal is preferred – add the \$4 processing fee when completing the registration form. Use the "Pay Now" button on the branch website to submit payment (<http://www.asm.org/branch/brSoE/home.html>). Select the registration option from the dropdown Pay Now menu that matches your registration preferences and price. Registration is NOT COMPLETE until payment is received. See instructions below for alternative payment method.
5. After your electronic registration information AND payment are processed, you will receive an email confirmation from the meeting organizers. Please allow 3-5 business days between submission and receipt of the confirmation email.

Additional Information

Non-members:

Non-members can concurrently join the branch and pay their 2009 dues at <http://estore.asm.org/browse/index.asp?PLID=5>. *If concurrently joining the branch, pay the member meeting registration rate.*

Alternative payment option:

After submitting the registration form by email, print the registration form and mail along with check or money order (purchase orders not accepted) payable to 2009 SEB-ASM Meeting to: Dr. Laura Regassa, SEB-ASM, Georgia Southern University, Department of Biology, PO Box 8042, Statesboro, GA 30460. The \$4 processing fee is not required.

Hotel accommodations:

Lodging accommodations will be made directly with the hotel. See the main meeting website for hotel contact information.

Additional Questions:

Contact Laura Regassa at LRegassa@GeorgiaSouthern.edu or 912-478-7524.