

# REGISTRATION INSTRUCTIONS

Before you register one or more persons online, please read all instructions and make sure you have decided on the number of lunches, tours, etc. You will need your online CWEA password and/or all passwords for those you are registering prior to filling out the Registration Form and all other necessary forms. Discrepancies may result in delays when you pick up your registration materials at the conference. All conference attendees, including speakers, are required to register.

## Early Bird Registration

Early Bird Registration entitles you to a reduced conference registration rate, and your entire registration package will be prepared and ready for you to pick up when you arrive at the Conference Registration Desk. By registering online you will avoid the wait time that is necessary for all on-site registrations, and you or your employer will save money. Early Bird Registration must be accompanied with the appropriate fee in order to be processed.

## Member-Discounted Rates

Membership will be verified. Only CWEA, WEF, or CA-NV AWWA membership qualifies for member-discounted rate. The additional cost of the non-member registration rate will be applied toward one year of CWEA membership. To ensure accuracy read all instructions prior to filling out the Registration Form online and all other necessary forms. Discrepancies may result in delays when you pick up your registration materials at the conference. All conference attendees, including speakers, are required to register.

## Retired Members

Retired Members are eligible for a special registration rate of \$320. CWEA Bylaws state that a retired member is any person retired from and not currently affiliated professionally or technically with the water quality field.

## Student Registration

Full-time students are eligible for free registration. This special registration rate does not include extra fee-based meals, technical tours or special events but can be purchased separately. Students must provide verification of current enrollment (9 or more units per semester) to receive this special registration rate.

## Spouse/Guest Registration

Spouse/Guest Registration includes participation in the Ice Breaker Reception on Tuesday night, entrance into the Exhibit Hall on both days, a drink ticket for each of the Exhibit Hall receptions and Thursday lunch in the Exhibit Hall. Since you must be registered for the conference as an attendee to earn contact hours, spouses/guests are not eligible for contact hours.

## Exhibitor Registration

Exhibitors are encouraged to attend the Tuesday Opening General Session and social events. Exhibitors must register spouses and/or guests. All exhibitor meals and spouse/guest meals must be paid for on the Conference Registration Form. Exhibitor registration will be handled through the CWEA office. Please pick up your company's packet at the Conference Registration Desk. Exhibitors are assigned booth spaces in the order of receipt of paid registration.

## Regulators & Academics Registration

Full time employees of academic institutions are eligible for our discounted Regulators and Academics registration fee. Full time employees of Federal or State regulatory agencies are also eligible for the discounted rate. If you are unsure if you qualify, please contact the CWEA Education Team for assistance.

## FIRST TIME AC17 ATTENDEE DISCOUNT

**Do you know someone who has never attended Annual Conference? Bring a friend and save big!**

Bring a friend with you to AC17 in Palm Springs for only \$325.

Who will you bring?

- A fellow team member
- The rookie
- Your boss
- Elected official
- The new executive
- The new Lab Analyst
- Public affairs staff member



Applicable for one new attendee per pre-registered attendee (full day rate). The new attendee must not have attended within the past 5 years.

Download the first time attendee form at:  
[AC17.CWEA.org](http://AC17.CWEA.org)

## AGENCY STAFF EXHIBITS DISCOUNT

**Bring your agency staff to experience to CWEA's 2017 California Water Technology Exhibition at the Palm Springs Convention Center.**

- Learn about new technology
- Experience hands-on equipment demos
- Network with over **200 exhibitors**.
- Earn credits at the learning centers inside the exhibit hall (please check [AC17.CWEA.org](http://AC17.CWEA.org) or the on-site schedule for details)

Applicable only for staff of public agencies, sanitary districts, water districts and special districts. It is only valid for the exhibit portion of the event.

Not available for exhibitor staff members. If additional passes are needed please contact the authorized company representative responsible for the exhibit booth.

Discount is available on the registration form under One Day registration options.

### Golf Tournament and Sludge Trudge Registrations

Competitive activities registration forms are available on the conference website along with a description of each event. The appropriate form for the activity must be included with your conference registration form. If you are registering for these by personal check and the registration is paid by your agency, please enclose all forms and payments together. This will allow us to better coordinate all of your activities and process a complete registration packet for you. See the Golf Tournament and Sludge Trudge Registration Forms for further details.

### Activities Hosted by Students & Young Professionals

If you are interested in participating as a Student, Young Professional or seasoned professional, please make the SYP event selections on your registration form. These activities are FREE, however your advance registration will allow us to better coordinate the activities.

### Conference Meals

Please indicate which conference meals you and your spouse/guest will be attending by checking the appropriate box online or on the Conference Registration Form. Note the number attending plus the cost in the space provided.

### Refund Policy

Written cancellation notice is required and must be received at least 30 days prior to the conference date. A 25% service fee shall be retained on all cancellations. No refunds will be given for cancellations made less than 30 days prior to the conference. Please send a replacement if you are not able to attend.

### Hotel Registration

To book your hotel rooms, please go to [AC17.CWEA.org](http://AC17.CWEA.org) and click on the "Book Rooms" button under AC2017 or use the Hotel Information links on the hotel registration pages.

### Registration Hours

The CWEA Registration Desk will be located at the Palm Springs Convention Center. Registration hours are as follows:

- Tuesday, April 25th  
2:00 p.m. – 7:30 p.m.
- Wednesday & Thursday, April 26 - 27  
6:30 a.m. – 5:00 p.m.
- Friday, April 28, 6:30 a.m. – 11:00 a.m.

### Registration Payment

Payment can be made by check or money order payable to: CWEA 2017 Annual Conference. Credit card payments are also accepted using the enclosed registration form or through CWEA's secure website ([AC17.CWEA.org](http://AC17.CWEA.org)). Early Bird Registration MUST be post-marked by March 10, 2017. Those who submit payments with an Early Bird Registration fee after March 10, 2017, will be billed for the difference. All fees for conference registration shall be paid in full at the time of Early Bird Registration or onsite registration. Full payment may be made by credit card, personal check, or company/agency check. Purchase orders are also acceptable. Registrations received by CWEA without full payment or purchase order will not be processed. You must be registered for the conference as an attendee to receive contact hours. Guests/spouses and exhibits only registrations are not eligible for contact hours.

### Registration Questions

Registration questions may be referred to CWEA's office at: 510.382.7800 x160.

### Speaker Questions

Speaker questions may be referred to Leslie Carino at: 510.382.7800 x107.

### Hospitality Suites

While CWEA welcomes "Hospitality Occasions" provided for our members, they must not open until after all regularly scheduled conference events or exhibits have closed. Hospitality suites are available. All hospitality events (both on-site and off-site) must be arranged/approved through the Conference Co-Chairs, Carrie Mattingly and Monica Myhill. Please send an email request to [smiller@cwea.org](mailto:smiller@cwea.org) indicating hosting organization, details of proposed event, preferred evening (Tuesday, Wednesday or Thursday evening), and coordinator's name and contact information.

### Disclaimer

CWEA and its Board members and volunteers are not responsible for the actions of speakers or the content of their papers, and no endorsement is implied or given of any persons or their philosophies, ideas or statements; nor of any products or processes; nor of any organizations or companies who volunteer to serve as speakers at the conference or exhibitors who purchase display space in the exhibit hall.

# REGISTRATION FORM

CWEA MEMBERS MAY REGISTER ONLINE AT MYCWEA.ORG  
REFUND POLICY (SEE REGISTRATION POLICIES ON PREVIOUS PAGE)



## REGISTRATION INFORMATION (please print or type)

NAME FOR BADGE: \_\_\_\_\_  
 FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_  
 AGENCY/COMPANY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE NUMBER: ( ) \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
 EMERGENCY CONTACT: \_\_\_\_\_ EMERGENCY PHONE: ( ) \_\_\_\_\_

CWEA MEMBER  WEF MEMBER or  CA-NV AWWA MEMBER # \_\_\_\_\_

Non-member rates includes 1 year membership in CWEA. Please check here if you do not wish to take advantage of CWEA membership:

**Special Services:**  Please check here if you require special accommodations to fully participate.  
Attach a written description of your needs.

DIETARY RESTRICTIONS:  
Please check here to include any dietary restrictions:  \_\_\_\_\_

## FULL CONFERENCE Attendance—Tuesday, April 25 – Friday, April 28

	Early Bird (Before 3-10-17)	Regular (After 3-10-17)	On-site (After 4-11-17)
<b>Member-Discounted Rate</b> .....	<input type="checkbox"/> \$525	<input type="checkbox"/> \$625	<input type="checkbox"/> \$700
<b>Non-Members Rate</b> .....	<input type="checkbox"/> \$697	<input type="checkbox"/> \$797	<input type="checkbox"/> \$872
<b>First Time Attendee</b> (see registration instructions for details).....		<input type="checkbox"/> \$325	
<b>Retired Member</b> .....		<input type="checkbox"/> \$320	
<b>Regulators &amp; Academics</b> .....		<input type="checkbox"/> \$100	
<b>Full Time Student</b> (must provide proof of attendance at a college or university with a minimum of 9 units).....		<input type="checkbox"/> FREE	
<b>Speakers:</b> Please include session title, date and time .....		<input type="checkbox"/> \$315	

FEE SUBTOTAL \$

## ONE-DAY CONFERENCE Attendance (Please check the day below you would like to attend)

WEDNESDAY (4/26)  THURSDAY (4/27)

	Early Bird (Before 3-10-17)	Regular (After 3-10-17)	On-site (After 4-11-17)
<b>Member-Discounted Rate</b> .....	<input type="checkbox"/> \$325	<input type="checkbox"/> \$350	<input type="checkbox"/> \$375
<b>Non-Members Rate</b> .....	<input type="checkbox"/> \$497	<input type="checkbox"/> \$522	<input type="checkbox"/> \$547
<b>Full Time Student</b> (must provide proof of attendance at a college or university with a minimum of 9 units).....		<input type="checkbox"/> FREE	
<b>Speakers:</b> Please include session title, date and time .....		<input type="checkbox"/> \$195	

FEE SUBTOTAL \$

**California Water Technology Exhibition Only Attendee** (available for public agency staff members only)  
Please select the day you'll attend – no exhibits on Friday:  WED (4/26) \$30  THU (4/27) \$50

## FRIDAY (4/28) ONE-DAY CONFERENCE Attendance

	Early Bird (Before 3-10-17)	Regular (After 3-10-17)	On-site (After 4-11-17)
<b>Member-Discounted Rate</b> .....	<input type="checkbox"/> \$120	<input type="checkbox"/> \$145	<input type="checkbox"/> \$170
<b>Non-Members Rate</b> .....	<input type="checkbox"/> \$292	<input type="checkbox"/> \$317	<input type="checkbox"/> \$342
<b>Full Time Student</b> (must provide proof of attendance at a college or university with a minimum of 9 units).....		<input type="checkbox"/> FREE	
<b>Speakers:</b> Please include session title, date and time .....		<input type="checkbox"/> \$72	

FEE SUBTOTAL \$

**EARLY BIRD SAVINGS DEADLINE IS MARCH 10!**

**CONFERENCE FOOD & BEVERAGE EVENTS**

Unless otherwise noted, meals are not included with registration. Meals noted as free are not automatically included.

- M1. Icebreaker Reception (Tue, 4/25), Palm Springs Renaissance Hotel @  FREE with Registration
M2. Exhibit Hall Luncheon (Thu, 4/27), Palm Springs Convention Center @  FREE with Registration
M3. Awards Luncheon (Fri, 4/28), Palm Springs Renaissance Hotel @  \$45

FEE SUBTOTAL \$ [ ]

**COMMITTEE LUNCH & BREAKFAST MEETINGS**

Register for only one breakfast and lunch per day. See Committee Events page for details.

**WEDNESDAY LUNCH, 4/26 (11:50 AM-1:20 PM):**

- Biosolids and Engineering & Research Lunch @  \$45
Collections System Lunch @  \$45
P3S Lunch @  \$45

**THURSDAY BREAKFAST, 4/28 (7:00-8:30 AM):**

- Laboratory Breakfast @  \$35
Operations & Maintenance Breakfast @  \$35
Students & Young Professionals Breakfast @  \$35

**FRIDAY BREAKFAST, 4/28 (7:00-8:30 AM):**

- Leadership Breakfast @  \$35
Safety Breakfast @  \$35

FEE SUBTOTAL \$ [ ]

**TECHNICAL TOURS** See tours page for descriptions

Tour registration may only be purchased in conjunction with a one-day or full conference registration.

- T1. Water in the Coachella Valley (Wed., 4/26 9:00 a.m. - 5:00 p.m.)  \$75
T2. Valley Sanitary District Plant Tour (Thu., 4/27 9:00 a.m. - 12 noon)  \$35
T3. Coachella Valley Water District Water Reclamation Plant 10 Tour (Thu., 4/27 1:30 p.m. - 5:00 p.m.)  \$35

FEE SUBTOTAL \$ [ ]

**SPECIAL EVENTS AND ACTIVITIES** See special events pages for full descriptions

GT. Golf Tournament (Tue, 4/25). Registration for sports events MUST be accompanied by the appropriate form, including the signed waiver (download from AC17.CWEA.org/forms)

Rate
 \$105 (Individual)

ST. Sludge Trudge 5K Fun Run/Walk (Wed, 4/26). Registration for sports events MUST be accompanied by the appropriate form, including the signed waiver (download from AC17.CWEA.org/forms)

\$25 (Pre-race)  \$35 (Race Site)

\$10 T-Shirt only (please select size below)
T-Shirt Size:  S  M  L  XL  XXL

SG. Spouse/Guest Registration (for more info on what is included see registration instructions.)

\$50

Name: \_\_\_\_\_

SYPHH. Students & Young Professionals Happy Hour (Wed. 4/26 Time is TBD)

FREE

SYPSH. Students & Young Professionals Scavenger Hunt in the Exhibit Hall (Thur. 4/27 Time is TBD)

FREE

FEE SUBTOTAL \$ [ ]

**PAYMENT INFORMATION**

Please add together all Fee Subtotals for the GRAND TOTAL \$ [ ]

For payments by check or money order, make payable to: CWEA 2017 AC
For payments by credit card, please print clearly.

Credit card:  VISA  MASTERCARD  DISCOVER  AMEX SIGNATURE: \_\_\_\_\_

Account number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Name of account holder: \_\_\_\_\_ Billing zip code: \_\_\_\_\_

Disclaimer: "CWEA is not responsible for theft of or damage to personal or agency/company property whether intended to be used for CWEA purposes or not."

Mail registration payment & form to:
CWEA
7677 Oakport St, Suite 600
Oakland, CA 94621-1935

Fax credit card payments & form to:
510.382.7810

Need assistance?
Contact Member Services
510.382.7800 x160
memberservices@cwea.org

# HOTEL BOOKING INFORMATION



CWEA has negotiated discounted hotel rates for 2017 Annual Conference attendees. Using the link below, you can review the hotel options, make real-time reservations through our secure hotel booking website, or contact our housing provider by phone.

You must make your hotel reservation through Orchid Event Solutions. Hotel reservations are taken on a first-come, first-served, space available basis. Submit your request as soon as possible for the best opportunity of receiving your hotel choice.

## Book Your Hotel Accommodations Today

Online: For new reservation OR to modify or cancel an existing hotel reservation: <https://aws.passkey.com/go/CWEA2017>

Telephone: Agents available 7:00 a.m. to 6:00 p.m. Mountain Standard Time, Monday through Friday.

Toll-free (US): 866-748-9561

International: +1-801-505-4605

**Please do not contact hotels directly.**

## Reservation Deadline

All reservations must be received by **April 10, 2017** to guarantee availability and rates. After this date, reservations will be made based on availability, and hotels may charge higher rates.

## Deposit for Hotel

All reservation requests must be accompanied by a credit card guarantee for the amount of one night's room and tax for each room reserved. Your credit card WILL NOT BE CHARGED during this initial stage and will be held as a GUARANTEE only.

## Booking Acknowledgments

Orchid Event Solutions will send reservation acknowledgments within 24 hours via email if booked online or by telephone. If you do not receive your acknowledgment in this time frame, contact Orchid Event Solutions. You will **not** receive a written confirmation from the hotel. No-shows or cancellations within 72 hours prior to arrival of date will be charged first night's room rate and tax. Any change to departure date at check-in results in one night's room and tax rate.

## Hotel Cancellations/Changes/Refunds

Deposit of one night's room and tax will be forfeited entirely if cancellation occurs within 72 hours of arrival date.

Through April 19, 2017, send requests for changes and cancellations in writing to Orchid Event Solutions via e-mail ([help@orchideventsolutions.com](mailto:help@orchideventsolutions.com)) or fax to 801-355-0250. After April 19, 2017, contact hotels directly to make changes and cancellations.

## Questions or Special Requests?

For questions or special requests, please contact Orchid Event Solutions at 866-748-9561 or e-mail to [help@orchideventsolutions.com](mailto:help@orchideventsolutions.com). Special requests are not guaranteed. Hotels will assign specific room types upon check-in, based on availability.

# HOTEL PRICING



## RENAISSANCE PALM SPRINGS HOTEL & HILTON PALM SPRINGS HOTEL

### Renaissance Palm Springs Hotel (headquarter hotel)

888 Tahquitz Canyon Way, Palm Springs, CA 92262

Rates start at \$179 per night plus taxes,  
(single or double occupancy)

Book online at <https://aws.passkey.com/go/CWEA2017>

### Hilton Palm Springs Hotel (conference hotel)

400 East Tahquitz Canyon Way, Palm Springs, CA 92262

Rates start at \$189 per night plus taxes  
(single or double occupancy)

Book online at <https://aws.passkey.com/go/CWEA2017>

Don't fall for the housing scam phone calls. The Renaissance and Hilton are CWEA's official hotels for AC17. When you book within the conference hotel block you receive the following benefits:

- Email confirmation within 24 hours of your reservation.
- Entitlement to reduced and discounted rates at the official meeting hotels.
- Protection in the event the hotel has oversold guest rooms.
- And much more!

When rooms are booked at hotels NOT within our official hotel block:

- CWEA is exposed to financial penalties.
- CWEA risks its ability to rebook preferred meeting hotels and receive reduced rates.
- CWEA could possibly lose qualification for the amount of convention center space we need for the meeting. Help make this event a success. Book early using the booking website.