How to Register

In most cases, a project director or staff member will complete the registration process on behalf of all the attendees. There is also an option to add a secondary contact information who will receive registration confirmation email(s) in addition to the primary registrant. To complete the registration process, you will need the following information:

- **Step 1**: Registration Form - Names, email address, and information about who is attending and if they are presenting
- **Step 2**: Conference attendance form - You will need information about their dietary preferences, request for reasonable accommodations, and allergy restrictions for all attendees. For scholars who are presenting, you will also need information about their discipline, title of presentation, faculty mentor’s name, presentation abstract, and co-authors (if any) will be needed

Having this information available in a spreadsheet will be helpful during the registration process. If you need to make changes to existing registration, please email at [mcnairconference@umd.edu](mailto:mcnairconference@umd.edu).
1. Navigation and Register/Sign-In

Start by going to
https://aap.umd.edu/2024mcnairconference/pages/registration.html

2. Select Yes/No to adherence to UMD COVID-19 guidelines and fill the online form
Please note: Only Program Directors or Staff can fill the form.

3. Once all the required fields are filled and you click ‘NEXT’ at the bottom, you will be prompted to enter secondary contact information.

Enter ‘Yes’ and personnel details if you have an additional staff member, such as a graduate assistant or administrative assistant dealing with student registration. Otherwise enter ‘No’

4. You will then be asked to enter details of all program staff and McNair/research scholars planning to attend the conference. For ex: a program director who is filling the form but not planning to attend the conference should not enter their details.
Note: For Scholar registrants, you can enter details and change their plan to present later. To do so, you will need to reach out personally to mcnaicconference@umd.edu. However, abstracts must be submitted no later than February 5, 2024 for inclusion in the conference booklet.

5. Finally, you will be prompted to manually enter the total number of registrants (program staff and scholars) you would like to submit payment for.

6. Once you submit the details, you will receive an email with information on how to make credit card payment and add individual details about scholar presentations.
Please note: All registrants must complete the conference attendance form included in the confirmation email to select meal preferences, request reasonable accommodations, and/or submit your research abstracts.
Directors can share the McNair Attendance Form Link with the attendees who can enter their details, or choose to enter all attendees’ details on their own. However, please be sure that there is no duplication of information.

7. When you click on the attendance form, you will be prompted to enter information about McNair scholars and/or Program Staff attending.

I understand participation in this conference requires adherence to UMD Campus Affiliate and Visitor Guidelines during COVID-19 as may be enforced at the time of the Conference. 1. **Masks:** Wearing a mask is not required while indoors in most situations, including classrooms. However, wearing a KN95 mask is recommended while indoors for added protection.

I agree to the UMD COVID-19 Guidelines.

What will be your level of participation? *

- [ ] McNair Program Scholar
- [ ] McNair Program Staff

When entering information about scholars and staff, please also have ready information about reasonable accommodations, participant meal preference, and dietary restrictions/allergies.
When entering details about scholars who are presenting, please have information about their discipline, title of presentation, faculty mentor’s name, presentation abstract, and co-authors (if any) ready.

8. Once you have registered staff and students via the attendance form, you will receive an email confirmation with the registrant details.