

# 23<sup>rd</sup> Annual Green Chemistry & Engineering Conference — AND — 9<sup>th</sup> International Conference on Green and Sustainable Chemistry

JUNE 11-13, 2019 | RESTON, VA

This year's theme is "Closing the Loop" of the Chemical Life Cycle

[gcande.org](http://gcande.org)



## ATTENDEE REGISTRATION POLICY

This attendee Registration Policy applies to the 23<sup>rd</sup> Annual Green Chemistry & Engineering Conference (GC&E) & 9<sup>th</sup> International Conference on Green and Sustainable Chemistry, administered by the ACS Green Chemistry Institute® (ACS GCI), a part of the American Chemical Society (ACS).

Conference registration opens on Monday, January 7, 2019.

### REGISTRATION

**All attendees, including speakers and poster presenters, must be registered to attend the conference.**

Submission and acceptance of conference abstracts does not constitute registration. You must submit your registration with full payment to be registered for the conference. Upon notification of acceptance of submitted abstracts (late February), your registration must be received by ACS GCI by Tuesday, April 30 at 11:59 pm ET. Failure to do so may result in removal of your presentation from the conference program.

Attendees must present a photo ID (driver's license, passport, or government issued photo ID) to pick-up registration materials.

Your name badge must be worn at all times during the conference. Name badges may not be shared.

### THREE EASY WAYS TO REGISTER

**Online:** <http://www.gcande.org/register>

**Fax:** A printable registration form is available by contacting customer support at [gceconferences@acs.org](mailto:gceconferences@acs.org) or by calling 800-333-9511 or 614-447-3776. Fax your registration form with credit card information to +1-614-447-3671. If you require confirmation of receipt, please note that along with your contact information on the form. Registration forms must be received by the registration deadline, April 30, 2019, to qualify for the early registration fee. If received after the deadline, you will be charged the appropriate registration fee.

**Mail:** A printable registration form is available by contacting customer support at [gceconferences@acs.org](mailto:gceconferences@acs.org) or by calling 800-333-9511 or 614-447-3776. Check or credit card information **must** be included with your form. Make checks payable to "American Chemical Society". Mail to: American Chemical Society, Attn: GC&E 2019, PO Box 3337, Columbus, OH 43210. Registration forms must be received (not postmarked) by the registration deadline April 30, 2019 to qualify for the early registration fee. If received after the deadline, you will be charged the appropriate registration fee.

## REGISTRATION DEADLINES

**April 30, 2019:** Deadline to receive the early registration rate.

Mailed registration form with payment must be received (not postmarked) by this date to receive the early registration rate.

Wire payment for registration must be received and recorded by ACS on or before April 30, 2019 to receive the early registration rate. If received after that date, you will be required to pay the difference between early and the appropriate registration fee upon arrival.

On-line, mailed and faxed registration forms received after the cutoff date for early registration will be charged the appropriate registration fee. Upon arrival at the conference site, you will be required to pay the difference between the early and appropriate registration.

Effective 11:59 p.m. ET on April 30, 2019, early registration will close and the advance registration rate takes effect. Registration at the advance registration rate will be open midnight ET May 1, 2019 through May 31, 2019. Standard registration fees are in effect June 1, 2019 - June 13, 2019.

## REGISTRATION CATEGORIES

There are five registration categories: (1) Full Conference; (2) 1-day; (3) Student; (4) 50+ Years ACS Member, and (5) Guest.

### 1. Full Registration – Tuesday, Wednesday and Thursday

Includes: Entrance on ALL conference days to all technical sessions and GC&E exhibition; three breakfasts, the poster session and the GC&E Tuesday evening welcome reception. Full conference registration may not be shared.

| <b>Full Conference Registration</b> | <b>Early Registration<br/>1/7/19 - 4/30/19</b> | <b>Advance Registration<br/>5/1/19 - 5/31/19</b> | <b>Standard Registration<br/>6/1/19 – 6/13/19</b> |
|-------------------------------------|--|--|---|
| Individual                          | \$550  | \$650  | \$700   |

### 2. 1-Day Conference Registration (Tuesday, Wednesday or Thursday)

Includes: Entrance on one conference day to all technical sessions, the GC&E exhibition, one breakfast, GC&E evening welcome reception (Tuesday only) and the poster session (Wednesday only). 1-Day conference registration may not be shared.

| <b>One-day Conference Registration</b> | <b>Early Registration<br/>1/7/19 - 4/30/19</b> | <b>Advance Registration<br/>5/1/19 - 5/31/19</b> | <b>Standard Registration<br/>6/1/19 – 6/13/19</b> |
|--|--|--|---|
| Individual                             | \$295  | \$345  | \$395   |

### 3. Student Registration

Includes: Entrance on ALL conference days to all technical sessions, GC&E exhibition, three breakfasts, poster session and the GC&E Tuesday evening welcome reception. Student conference registrations may not be shared.

| <b>Student Conference Registration</b>                         | <b>Early Registration<br/>1/7/19 - 4/30/19</b> | <b>Advance Registration<br/>5/1/19 - 5/31/19</b> | <b>Standard Registration<br/>6/1/19 – 6/13/19</b> |
|--|--|--|---|
| Undergraduate & Graduate students or Postdoctoral Fellows only | \$200  | \$225  | \$275   |

### Faculty Registration Discounts

The Conference is offering incentives for faculty to bring students:

- One free faculty registration for every 5 paid student registrations.
- One discounted (\$315) faculty registration for every 3 paid student registrations.

**To qualify for this discount, the student registrations and faculty registration must be submitted at the same time (as a group) by mail or fax:**

Mail to: American Chemical Society, Attn: GC&E 2019, PO Box 3337, Columbus, OH 43210.  
Fax: +1-614-447-3671

### 4. 50+ Years ACS Members (*Individuals that have been members of the American Chemical Society for 50 or more years; this does not reflect chronological age.*)

Includes: Entrance on ALL conference days to all technical sessions and GC&E exhibition; three breakfasts, the poster session and the GC&E Monday evening reception. This conference registration may not be shared.

| <b>ACS 50+ year Member Registration</b> | <b>Early Registration<br/>1/7/19 - 4/30/19</b> | <b>Advance Registration<br/>5/1/19 - 5/31/19</b> | <b>Standard Registration<br/>6/1/19 – 6/13/19</b> |
|---|--|--|---|
| ACS 50+ year Member                     | \$200  | \$225  | \$275   |

### 5. Guest Registration

Guest Registration is available for a registered attendee's guest (e.g. spouse or family member) who is not in the field or study of chemistry or related fields. Guest registration includes available meals.

| <b>Guest Registration</b> |      |
|---------------------------|------|
| Individual Guest          | \$50 |

### PAYMENT INFORMATION

Registration forms will NOT be complete without full payment of the registration fee.

Payment must be in US dollars and accompany the registration form (unless arrangements have been made in advance).

Additional funds will be charged to your credit card if the registration amount was miscalculated.

By submitting the registration form, you agree to all payment terms and conditions.

There are three ways to pay:

### **Credit Card**

MasterCard, Visa, Discover and American Express are accepted.

### **Check**

A printable registration form is available by contacting customer support at [gceconferences@acs.org](mailto:gceconferences@acs.org) or by calling 800-333-9511 or 614-447-3776. Make check payable to "American Chemical Society".

Mailed forms must be received by April 30, 2019 to qualify for the early registration rate.

To be sure that checks are processed before the conference begins, registrations being paid by check must be received on or before May 31, 2019 to be processed. After this date, please bring the check with you to the on-site registration counter located at the Hyatt Regency Reston.

Mail check with registration form(s) to: American Chemical Society, Attn: GC&E 2019, PO Box 3337, Columbus, OH 43210

### **Wire Transfers**

Incoming wire transfer instructions  
Bank of America

730 15<sup>th</sup> Street NW  
Washington, DC 20005-1012

ABA Number: 0260-0959-3

SWIFT Code: BOFAUS3N (**must** be used with ABA number for international wires)

Bank Name: Bank of America, N.A.

Account Name: American Chemical Society Operating Account Number: 00-20-805-89-526 (**must** use all 12-digits)

Fax wire payment registration form(s) to +1-614-447-3671. A printable registration form is available by contacting customer support at [gceconferences@acs.org](mailto:gceconferences@acs.org) or by calling 800-333-9511 or 614-447-3776. Indicate in payment area that wire payment has been processed. Wire transfer registrations are incomplete if either payment or the registration form has not been received. Wire transfers must be received on or before April 30, 2019 to qualify for the early rate.

Deadline for all wire transfer payments to be received by ACS on or before May 31, 2019 to be processed in advance of the conference. Please be advised that wire payments may take a minimum of two weeks to receive. After May 31, 2019, please bring a check, credit card or cash for on-site payment.

Forward a copy of your conference registration to GC&E registration customer service at [gceconferences@acs.org](mailto:gceconferences@acs.org) when you have faxed your forms and sent information to your bank.

You will receive a confirmation of your registration after your wire payment and registration form have been received and your registration has been processed. If you are registering individuals from different companies, please indicate the above information for each company. Your registration will be delayed if required information is incomplete.

## RECEIPT/CONFIRMATION

All registrants will receive, by e-mail, a receipt/confirmation for the conference registration fees paid if their contact information is complete and they have paid the registration fee in full. This document serves as both a receipt of payment and a confirmation that you are registered to attend the GC&E Conference.

Note: **An e-mail address must be provided; this is the only method we have to correspond with you.** Receipts/confirmation will be e-mailed after the registration form has been processed. Note: Mailed registration forms with check payment may take up to 21 days to process.

## NAME BADGES

Name badges will NOT be mailed in advance. You may pick-up your badge and registration materials at the registration desk onsite.

## INCOMPLETE REGISTRATION NOTICES

You will be contacted by e-mail if your registration form is incomplete or pending. Incomplete registration forms will pending and possibly not processed if information is missing, is not legible, or payment is not attached/you indicated that payment by check will follow.

## SUBSTITUTION, REGISTRATION CHANGES, UPGRADING REGISTRATION OR ADDING OPTIONS

In Advance: To make any of the following: (1) changes to your registration, (2) upgrade your registration, (3) transfer to another person, or (4) add an option to your registration, please contact ACS GCI at [gceconferences@acs.org](mailto:gceconferences@acs.org)

On-site: Changes to your registration will be honored on -site prior to printing the name badge. Please proceed to the registration counter located at the Hyatt Regency Reston.

## CANCELLATION/REFUND POLICY – This policy supersedes any other published ACS cancellation policy.

Cancellation requests must be received in writing on or before May 31, 2019 to qualify for a refund. A \$50 administrative fee will be deducted for all approved cancellations received on or before May 31, 2019.

**Refund requests received after May 31, 2019 will NOT be honored except for extreme extenuating circumstances.**

All e-mail refund requests must be submitted in writing to [gceconferences@acs.org](mailto:gceconferences@acs.org). NO EXCEPTIONS.

## ON-SITE REGISTRATION LOCATION

The GC&E Conference registration counter is located on the second floor of the Hyatt Regency Reston. Please bring a copy of your registration confirmation with you to pick up your name badge on-site. Photo ID (driver's license, passport or government issued photo ID) will be required at check-in.

**ATTENDEE REGISTRATION HOURS (subject to change)**

| <b>DATE</b>        | <b>HOURS</b>          |
|--------------------|-----------------------|
| Monday, June 10    | 3:00 p.m. – 5:00 p.m. |
| Tuesday, June 11   | 7:00 a.m. – 5:00 p.m. |
| Wednesday, June 12 | 7:30 a.m. – 5:00 p.m. |
| Thursday, June 13  | 7:30 a.m. – 2:00 p.m. |

**WORKSHOPS:** A deposit of \$25 will be required on registering. If you attend the workshop the deposit will be refunded to you after the conference.

**STUDENT WORKSHOP – Complimentary for students registered for the GC&E Conference. Monday, June 10, 2019, 9 a.m. – 3 p.m.**

This activity is designed for undergraduate and graduate students and postdoctoral fellows. You must be registered for both the 2019 Conference and the Student Workshop. (75 seats available)

**THE COMMUNICATING SCIENCE WORKSHOP – Complimentary for all attendees. Limited seating. Tuesday, June 19, 2018, 7 p.m. - 9:30 p.m.**

You must be registered for both the 2019 Conference and the Communicating Science Workshop. (100 seats available)

**EXHIBITOR REGISTRATION**

Exhibitors receive two Expo Hall passes\* to staff the booth. This is solely to staff the Expo booth at all times (aside from lunchtime) and does not include access to Conference programmatic material, Roundtable receptions, workshops, etc. It does however include access to Breakfasts, the Welcome Reception, and Networking Breaks. The Green Expo is open Tuesday-Wednesday from 8 am to 5 pm and on Thursday from 8 am to 4 pm.

\*Exhibitor Passes are limited to two and cannot be used to present oral or poster presentations. If you wish to attend the Conference programmatic material, workshops you, or to present a presentation, you may take advantage of a special upgrade Conference registration rate of \$350 for a full registration or \$197.50 for a one-day registration (50% discount from normal rates).

## **MEDIA REGISTRATION**

Media registration for the GC&E Conference is complimentary for credentialed members of the news media. Media registrants have access to all breakfasts, technical sessions, keynote speakers, exhibition and Tuesday evening welcome reception. For complete media registration guidelines, please contact [gceconferences@acs.org](mailto:gceconferences@acs.org).

Advance registration: All freelance journalists, college and web-based publications are strongly encouraged to register in advance.

On-site registration: Media wishing to register onsite must present valid, current media credentials (i.e. official picture identification from the employing news organization, signed letter from assignment editor on company letterhead, or a by-lined article from the publication). **Without proper, approved credentials, on-site media registration will be denied.** Marketing and public relations executives, analysts, consultants, authors, and researchers may not register as media. ACS GCI reserves the right to limit the number of admission approvals from the same publication or news outlet.

## **QUESTIONS?**

E-mail [gceconferences@acs.org](mailto:gceconferences@acs.org).

*ACS GCI reserves the right to make changes to registration fees or policy at any time. Please check the conference website ([www.gcande.org](http://www.gcande.org)) for updates.*