ATTENDEE REGISTRATION POLICY
This attendee Registration Policy applies to the 24th Annual Green Chemistry & Engineering Conference (GC&E), administered by the ACS Green Chemistry Institute® (ACS GCI), a part of the American Chemical Society (ACS).

The conference will take place June 16 – 18, 2020 at the Hyatt Regency Seattle in Seattle, Washington, USA.

Conference registration opens on Tuesday, February 18, 2020.

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 March), your registration must be received by ACS GCI by Tuesday, April 30 at 11:59 PM EDT. 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.

WAYS TO REGISTER
1. Online
Register at: https://www.gcande.org/register

2. Offline
If you would like to register without registering on the website, please email gceconferences@acs.org and request the form for offline registration.

3. Group Registration for Faculty Registration Discounts
If you would like to register a group of students at the same time and receive the faculty registrant discount, please email gceconferences@acs.org and request the Faculty group registration form.

REGISTRATION DEADLINES
April 30, 2020: Deadline to receive the early registration rate.
Offline registration forms, wire payments, and all mailed payments must be received (not postmarked) by this date 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.

Effective 11:59 PM EDT on April 30, 2020, early registration will close and the standard registration rates will take effect.
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.

<table>
<thead>
<tr>
<th>Full Conference Registration</th>
<th>Early Registration Fee February 18 - April 30, 2020</th>
<th>Standard Registration Fee May 1 - June 18, 2020</th>
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</thead>
<tbody>
<tr>
<td>Individual</td>
<td>$575</td>
<td>$675</td>
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</table>

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.

<table>
<thead>
<tr>
<th>One-Day Conference Registration</th>
<th>Early Registration Fee February 18 - April 30, 2020</th>
<th>Standard Registration Fee May 1 - June 18, 2020</th>
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</thead>
<tbody>
<tr>
<td>Individual</td>
<td>$295</td>
<td>$375</td>
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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.

<table>
<thead>
<tr>
<th>Student Full Conference Registration</th>
<th>Early Registration Fee February 18 - April 30, 2020</th>
<th>Standard Registration Fee May 1 - June 18, 2020</th>
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<tbody>
<tr>
<td>High school, undergraduate or graduate students, or post docs only</td>
<td>$200</td>
<td>$250</td>
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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, have all your students register, and then contact staff to receive the promo code for the discounted faculty registration. Please include the names of your students in an email to gceconferences@acs.org.

If you would like to register a group of students at the same time and receive the faculty registration discount, please email gceconferences@acs.org and request the faculty group registration form.
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.

<table>
<thead>
<tr>
<th>50+ Year Member Full Conference Registration</th>
<th>Early Registration Fee February 18 - April 30, 2020</th>
<th>Standard Registration Fee May 1 - June 18, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>50+ Year ACS Member</td>
<td>$200</td>
<td>$250</td>
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5. Guest Registration

Guest Registration is available for a registered attendee’s guest (i.e., a family member) who is **not** in the field or study of chemistry or related fields. Guest registration includes access to three breakfasts and receptions. Guests are not allowed to attend technical sessions. If you have any questions, please email gceconferences@acs.org.

Cost: $100 per guest
PAYMENT INFORMATION
Your registration will NOT be complete without full payment of the registration fee. You will not be able to pick up your badge or participate in the conference, unless payment has been received.

Payments must be in U.S. dollars and accompany the registration form.

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

There are four ways to pay:

1. Credit Card
Complete the online registration and in the payment section select “Credit Card.” MasterCard, Visa, Discover and American Express are accepted.

2. Check
Please note that your registration for the conference is not complete until your payment is received. Please follow these instructions in order to ensure your registration is complete.

   - Complete the online registration and in the Payment section select “Check.”
   
   - Make check payable to “American Chemical Society” and mail a printed registration confirmation with the check to the below address. If you are paying for multiple registrations via one check, include each printed registration confirmation with the check.

      Mailing Address:
      American Chemical Society
      Attn: GC&E 2020
      PO Box 3337
      Columbus, OH 43210

   - After your check payment has been received and added to your registration record, you will receive a final confirmation email.

For attendees registering under the early bird pricing, your check must be received by the April 30 deadline. If your payment is received after April 30, you will be invoiced the difference between the early bird price and the standard price for registration.

The deadline for all check payments to be received by ACS is on or before May 31, 2020 to be processed in advance of the conference. After May 31, please bring a check, credit card or cash for on-site payment.
3. Wire Transfers
Please note that your registration for the conference is not complete until your payment is received. Please follow these instructions in order to ensure your registration is complete.

- Complete the online registration and in the Payment section select “Wire.”

**Incoming wire transfer details:**
Bank of America
730 15th 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. 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, 2020 to qualify for the early rate.

- Forward a copy of your conference registration confirmation to GC&E registration customer service at gceconferences@acs.org when you have faxed your forms and sent information to your bank.

- You will receive a confirmation of your payment after your wire payment and registration confirmation is received. 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.

For attendees registering under the **early bird pricing, your wire payment must be received by the April 30 deadline.** If your payment is received after April 30, you will be invoiced the difference between the early bird price and the standard price for registration.

**The deadline** for all payments to by received by ACS is on or before **May 31, 2020** to be processed in advance of the conference. After May 31, please bring a check, credit card or cash for on-site payment.
4. PURCHASE ORDER
Please note that your registration for the conference is not complete until your payment is received. Please follow these instructions in order to ensure your registration is complete.

If you need to reference a purchase order to complete payment, please forward the PO number/documentation to gceconferences@acs.org along with your registration confirmation and ACS will send an invoice to your attention for payment. If you are paying for multiple registrations via PO, send each printed registration confirmation with the email.

For attendees registering under the early bird pricing, your check must be received by the April 30 deadline. If your payment is received after April 30, you will be invoiced the difference between the early bird price and the standard price for registration.

The deadline for all check payments to be received by ACS is on or before May 31, 2020 to be processed in advance of the conference. After May 31, please bring a check, credit card or cash for on-site payment.

RECEIPT/CONFIRMATION
All registrants will receive, by email, 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 email address must be provided; this is the only method we have to correspond with you. Receipts/confirmation will be emailed after the registration form has been processed.

Note: Offline 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 email 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.

On-site: Changes to your registration will be honored onsite prior to printing the name badge. Please proceed to the registration counter located at the Hyatt Regency Seattle.
CANCELLATION/REFUND POLICY – This policy supersedes any other published ACS cancellation policy.
Cancellation requests must be received in writing on or before May 31, 2020 to qualify for a refund. A $50 administrative fee will be deducted for all approved cancellations received on or before May 31, 2020.

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

All email refund requests must be submitted in writing to gceconferences@acs.org. NO EXCEPTIONS.

ON-SITE REGISTRATION LOCATION
The GC&E Conference registration counter is located on the 6th floor of the Hyatt Regency Seattle. 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.

ON-SITE ATTENDEE REGISTRATION HOURS (subject to change)

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday, June 15</td>
<td>3:00 PM - 5:00 PM</td>
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<tr>
<td>Tuesday, June 16</td>
<td>7:00 AM - 5:00 PM</td>
</tr>
<tr>
<td>Wednesday, June 17</td>
<td>7:00 AM - 5:00 PM</td>
</tr>
<tr>
<td>Thursday, June 18</td>
<td>7:00 AM - 3:00 PM</td>
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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 15, 2020, 9:00 AM – 4:00 PM
This activity is designed for undergraduate and graduate students and postdoctoral fellows. You must be registered for both the 2020 Conference and the Student Workshop. (75 seats available)

THE COMMUNICATING SCIENCE WORKSHOP
Complimentary for all attendees. Limited seating.
Wednesday, June 17, 2020, 7:00 PM – 9:30 PM
You must be registered for both the 2020 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). The pass includes access to breakfasts, the welcome reception, and networking breaks.

The Green Expo is open Tuesday-Wednesday from 8:00 AM to 5:00 PM. and on Thursday from 8:00 AM to 4:00 PM. During the welcome reception (Tuesday 6:30 – 8:00 PM), the exhibit area will be open.
*Exhibitor Passes are limited to two and cannot be used to present oral or poster presentations. If you wish to attend the Conference present a presentation, you may take advantage of a special upgrade Conference registration rate of $350 for a full registration or $200 for a one-day registration.

**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.

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?**

Email 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) for updates.