

ATTENDEE REGISTRATION POLICY

This attendee Registration Policy applies to the 25th Annual Green Chemistry & Engineering Virtual 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 in a virtual format June 14-18, 2021.

Conference registration opens on Tuesday, February 16, 2021 at:

<https://www.gcande.org/register/>

ATTENDEE REGISTRATION

All attendees must be registered to attend the conference.

SPEAKERS AND POSTER PRESENTERS REGISTRATION

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 before you upload your presentation. . Failure to register and upload your presentation will result in removal of your presentation from the conference program.

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 gcconferences@acs.org and request the form for offline registration.

REGISTRATION CATEGORIES –

There are two registration categories: (1) General Registration; (2) Student Registration.

1. General Registration – (Monday, Tuesday, Wednesday, Thursday and Friday)

Includes: Full access to the pre-conference Friday virtual sessions and full virtual conference. General registrations may not be shared.

<i>General Registration</i>	<i>Registration Fee</i>
Individuals who are not high school, undergraduate or graduate students, or postdoctoral scholars	\$75

2. Student Registration (Monday, Tuesday, Wednesday, Thursday and Friday)

Includes: Includes: Full access to the pre-conference Friday virtual sessions and full virtual conference. Student registrations may not be shared.

<i>Student Registration</i>	<i>Registration Fee</i>
High school, undergraduate or graduate student, or postdoctoral scholar	\$25

PAYMENT INFORMATION

Your registration will NOT be complete without full payment of the registration fee. You will not be able to access the pre-conference Friday virtual sessions and the virtual 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 2021
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.

The deadline for all check payments to be received by ACS is on or **before May 28, 2021** to be processed in advance of the conference. After May 28, you will have to pay online.

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.
- 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.

The deadline for all check payments to be received by ACS is on or **before May 28, 2021** to be processed in advance of the conference. After May 28, you will have to pay online.

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.

The deadline for all check payments to be received by ACS is on or **before May 28, 2021** to be processed in advance of the conference. After May 28, 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.

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 AND REGISTRATION CHANGES

Our preference is that if you've registered, you're the one from your organization should be attending. However, if a participant can no longer attend the Green Chemistry & Engineering Virtual Conference, they can transfer their registration to someone else. The written request must be sent to gceconferences@acs.org.

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

You will be charged the full amount and a refund will not be given for this conference. However, you can expect to receive access to an On Demand Library of content post conference.

MEDIA REGISTRATION

Media registration for the GC&E Conference is complimentary for credentialed members of the news media. Media registrants have full access to the virtual conference. For complete media registration guidelines, please contact gceconferences@acs.org.

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