



134th ANNUAL ACADEMY MEETING Frequently Asked Questions

MEMBERSHIP IN THE ACADEMY:

Question: How do I check my membership status?

Answer: Go to the Academy website at <http://www.indianaacademyofscience.org> and click [Member Center](#) in the upper right corner of the home page to log in. Your membership status will automatically appear.

Question: How do I become a member of the Indiana Academy of Science?

Answer: Go to the Academy website at <http://www.indianaacademyofscience.org/Membership.aspx> and click the word [Join](#) in the upper right hand corner of the website homepage. *Welcome to the Academy!*

ABSTRACTS:

Question: In order to submit an abstract for presentation at the Annual Meeting, do I still need to register for the Meeting?

Answer: YES, registration has to be completed first.

Question: Do I need to be a member of the Academy and register for the Annual Academy Meeting in order to present a paper, poster, workshop or hot topic at the Meeting?

Answer: NO, You do not need to be a member of the Academy to upload and present a paper, poster, workshop or 'hot topic' for the 134th Annual Academy Meeting. However, all protocol for submitting an abstract must be adhered to (See abstract uploading protocol at <http://www.indianaacademyofscience.org>.) **NOTE: You have to register to attend the 134th Annual Academy Meeting before you can upload an abstract (member or non-member).**

Question: Are there certain guidelines I need to follow to present my oral presentation, poster presentation, 'hot topic' or workshop?

Answer: Yes, there are very specific guidelines you are required to follow both in preparing and delivering your presentation at the 134th Annual Academy Meeting. There are also models available for abstracts and posters. Please see the guidelines noted under Abstracts on the Website Annual Meeting page. If there are questions, please contact the chair of your section, or the Academy Executive Director.

Question: I am presenting a 'hot topic' or workshop; do I still need to register for the 134th Annual Academy Meeting?

Answer: Yes, all meeting participants need to register attendance at the Annual Meeting. We encourage you to register as a member to receive discounted pre-registration rates. You can register at <http://www.indianaacademyofscience.org>. After you have registered, you can then upload your abstract. **NOTE: You have to register to attend the 134th Annual Academy**

Meeting before you can upload an abstract (member or non-member).

REGISTRATION, MEETING REQUIREMENTS and ACCOMMODATIONS:

Question: Is it ever too late to register?

Answer: NO. You can on-site register on the day of the Annual Meeting, if space allows. On-site registration rates will apply.

Question: What is the cost of registration?

Answer: Pre-Registration (before March 18) for student members is \$45.00 to include the Luncheon; for all other members' pre-registration is \$70.00, and for non-Academy member's pre-registration is \$140.00. On-site registration is \$140.00 for everyone, if space allows.

Question: Who do I contact if I have questions about my registration?

Answer: Between the hours of 9:00 a.m. and 5:00 p.m. ET, Monday—Thursday, call the Indiana Academy of Science at 317.974.0827 or by email to: execdir@indianaacademyofscience.org.

Question: How do I communicate my specific dietary restriction for the Luncheon?

Answer: After you have registered for the Annual Meeting and checked the box that ask if you have dietary restrictions, it is important that you email the Executive Director with your specific dietary needs so that we might try to accommodate you at the Annual Meeting Luncheon. Email the executive director at execdir@indianaacademyofscience.org.

Question: How can accommodations be made for persons with disabilities?

Answer: The Academy will do everything it can to accommodate persons with disabilities with respect to attendance at the meeting and in making presentations. If you would like to discuss necessary accommodations, please contact the Academy office by email (execdir@indianaacademyofscience.org) or phone (317.974.0827) by the March 18 registration deadline.

Question: What is the Meeting cancellation policy?

Answer: Cancellations must be received by email, in writing, by March 1, 2019. No refunds will be made for cancellations received after this date. Refunds are subject to a \$30 processing fee and will be issued no less than 1 month after the meeting. **NOTE:** The Indiana Academy of Science reserves the right to cancel or reschedule the Annual Academy meeting due to unforeseen circumstances. Registrants will be notified.

Question: I can't come, but a colleague wants to take my place. What should he/she do?

Answer: If your colleague brings a signed letter from you, or e-mail from you, we can make the change in the registration on-site.

Question: Will I be able to charge my registration with a credit card on-site?

Answer: Yes

REGISTRATION, MEETING REQUIREMENTS and ACCOMMODATIONS cont'd:

Question: Is Wi-Fi Available at the Meeting just in case I need to check my email, or for my oral presentation?

Answer: Wi-Fi is available in the Ballroom only. You can also find Wi-Fi in the hotel Starbucks Store on the 2nd floor.

NOTE: Oral presenters are expected to bring their presentations on flash drives, and load them first thing in the morning as indicated in the agenda.

Question: Will meals be provided at the 134th Annual Academy Meeting?

Answer: YES, meals and/or refreshments are included in your registration: Continental Breakfast, the 134th Annual Academy Luncheon, and the Annual Academy Networking Reception.

Question: Are there special hotel arrangements available should I decide to stay Friday or Saturday night?

Answer: Yes, discounted Hotel information is posted on the Website Annual Meeting page under "Lodging".

Question: What are the parking arrangements?

Answer: For day parking: \$5.00 parking has been arranged in the White River State Garage, directly under the Indiana State Museum, 10 West Washington Street, across the street from Springhill Suites and the Courtyard by Marriott Hotels. Parking passes will be available at the sign in desk on Saturday, March 30, 2019.

Question: Will pictures be taken or taping done at the 134th Annual Academy Meeting?

Answer: YES, Registration and/or attendance at, or participation in the Indiana Academy of Science Annual Meeting constitutes an agreement by the registrant (or guest) to the Academy's use and distribution (now and in the future) of the registrants or attendee's image or voice in photograph's, videotapes, electronic reproductions and audiotapes of such events and activities.

Question: I would like to bring my colleague, spouse, significant other, friend, or child with me to the 134th Annual Academy Meeting; can I register them to attend the meeting as well?

Answer: YES, you would register them as a walk-in at \$140.00 per person. This would entitle them to the full day meeting on the 30th (whether they intend to stay the full day or not), including all food events, and a printed Program Book. (Note: Both member and non-member walk-ins are required to pay the \$140.00 walk-in registration fee.) There are no accommodations for children under 9th grade high school age. Spouses, significant others, and friends are welcome to obtain membership in the Indiana Academy of Science as well as pre-register to attend the 134th Annual Academy Meeting prior to March 18, 2019.

Question: Will my name badge be mailed to me before the meeting?

Answer: NO, your name badge will be held for you at the Registration desk when you arrive. Please be sure to bring your photo identification.