

AEOE Spring Conference Registration

We are excited to have our online membership and registration system (MRS) available for conference registration again! We hope you'll find the registration process easy, quick, and efficient.

Register Online at: <https://aeoe.org/events/>

Direct Questions or Problems to: kelly@aeoe.org

Payment Types Accepted through the MRS:

- Credit Card – Your credit card bill will show AEOE as the payee. If you have a question about an AEOE charge on your credit card bill, please contact kelly@aeoe.org first rather than your credit card company) to clarify the charge.
- Check – you will be prompted to print your registration confirmation and send your check payment and registration confirmation in the mail to Steve Morris.
- Purchase Order – you will be prompted to print your registration confirmation and send it in the mail to Steve Morris.

If you have used/signed into the MRS before:

1. Sign in.
2. Click “Events.”
3. Click AEOE Statewide Spring Conference 2019
4. Click “Register.”
5. Follow the prompts.
6. Once you have submitted your payment and completed the registration, you will receive an automated email with your receipt. Please print it and use it to submit for reimbursement to your employer, for tax purposes, or whatever you need it for. We are moving toward self-sufficiency and want to avoid having to spend time creating receipts for people after the conference. Thanks for your cooperation!

If you have not signed into the MRS before:

1. Click “Become a Member.”
2. Follow the prompts.
3. Then click “Events.”
4. Click AEOE Statewide Spring Conference 2019.
5. Click “Register.”
6. Follow the prompts.

7. Once you have submitted your payment and completed the registration, you will receive an automated email with your receipt. Please print it and use it to submit for reimbursement to your Employer, for tax purposes, or whatever you need it for. We are moving towards self-sufficiency and want to avoid having to spend time creating receipts for people after the conference. Thanks for your cooperation!

Note: If you attempt to register for the event without having a membership, you will be prompted to become a member or renew your membership.

The MRS does not allow group registration:

Each individual person must go through either of the steps above. We do not allow group registrations as we need to maintain an accurate membership database. The registration system is dynamically integrated with our membership system and vice versa.

Organizations with Institutional Membership:

If you are registering for the conference AND you are the Contact Person for your organization's Institutional Membership, you may register for the conference by signing in through your Institutional Membership account.

If other MRS employees from your organization are registering, they must create or use their own Individual Membership accounts. The Institutional Membership does NOT include memberships for employees of your organization.

If you can't access the internet to register via the MRS:

Contact Kelly Prendiville at (508) 868-2901 (between 8am–9pm).

Refund Policy: Registration and current membership are required for all AEOE activities. Please note the registration deadline. No refunds are given for no-shows or for cancellations less than seven days from the start of the activity. Seventy-five percent of the activity fee will be refunded for cancellations received at least 14 days in advance, and 50% for cancellations received between seven and 13 days before the activity. Membership fees are non-refundable. All refunds are via check.

