

RERTR 2009 — 31st INTERNATIONAL MEETING ON
REDUCED ENRICHMENT FOR RESEARCH AND TEST REACTORS

November 1-5, 2009
Kempinski Hotel Beijing Lufthansa Center
Beijing, China

ABOUT ON-LINE REGISTRATION

Registration Notes – Updated Sep. 2nd, 2009

RERTR-2009 is now **CLOSED** for online registration. All questions should be directed to Linda Legerski:
Phone: +1 (630) 252-4836;
Fax: +1 (630) 252-5161;
email: rertr at anl.gov

See also "Can I still register for the meeting by phone, fax or e-mail?" in Frequently Asked Questions list included in this document.

IMPORTANT: please be aware that after Aug. 1st, 2009 there are NO GUARANTEES that a letter of invitation can be processed in time to secure a visa to China.

RERTR-2009 has been using the Eventbrite Event Manager for on-line registration. During registration you were referred to as a "Ticket Buyer"; rest assured registration for RERTR-2009 is free. If you must cancel or change data submitted at registration, please contact Linda Legerski:

*Phone: +1 (630) 252-4836
Fax: +1 (630) 252-5161
E-mail: rertr at anl.gov*

In this page you will find:

*a list of terms used by Eventbrite (here, right);
step-by-step instructions to complete the registration process, and
a list of Frequently Asked Questions (FAQs) regarding on-line registration.*

Terms

Ticket

Registration. The event is free.

Ticket Type

Registration Type. For RERTR-2009 there are two registration types available, depending on if you are bringing a guest with you or not.

Ticket Buyer

This term means "attendee" or "registrant". You will not have to buy anything, the event is free.

Registration Instructions – **Online Registration Now CLOSED**

1. Go to <http://rertr09.eventbrite.com/>, the official on-line registration page for the RERTR 2009 meeting.
2. Select the "ticket type" as follows:
 - a. if you are planning to come to Beijing alone, choose the ticket type "**Registration (attendee NOT bringing a guest)**".
 - b. if you are planning to bring a guest with you, choose the ticket type "**Registration (attendee bringing a guest)**"; this ticket type allows to specify information about accompanying guests needed for the invitation letter.

Only one registrant per ticket type is allowed. You must select only one ticket type to register (by specifying a quantity = "1" for the selected ticket type using the "number of tickets" drop-down).

3. Select "1" as the number of "tickets" (attendees) you are registering via the drop down for the desired "ticket type" .
 4. Select "Register Now" – you will have a 45 minute time window in which to register.
 5. Please register yourself as the "ticket buyer".
 6. Fill in the all mandatory fields (If you choose the "ticket type" *Registration (attendee bringing a guest)* you will have to provide also information about the guest).
 7. Press complete registration.
 8. You will be directed to a window thanking you for your order.
 9. An automatic confirmation will be sent to you via email. If you have any changes, contact Linda Legerski (Phone: +1 (630) 252-4836; Fax: +1 (630) 252-5161; email: ***rertr at anl.gov***).
- You will not be able to make changes on the website directly.

Registration FAQs

Q: What is Eventbrite?

A: Eventbrite is a provider of online event management and ticketing service.

Q: Can I still register for the meeting by phone, fax or e-mail?

A: NO. The meeting registration is to be done through Eventbrite. If, for some reason, you cannot register using Eventbrite, contact Linda (Phone: +1 (630) 252-4836; Fax: +1 (630) 252-5161; email: *rertr at anl.gov*) to see if an alternative arrangement can be made. Such exceptions will be handled on a case by case basis at the discretion of the Organizing Committee.

Q: Do I need a visa to entry China? If so, how to apply?

A: YES, all non-Chinese citizens will be required to have valid visas. More about [entry visas for China](#) (including "how to apply" steps):

http://www.rertr.anl.gov/meeting_announcements/2009meeting/visa.html

Q: I am bringing a guest to RERTR-2009. Do I need to communicate her/his personal data to you?

A: YES. We need information about your guest for the Invitation Letter to enter China. Should you plan to bring a guest with you, you must register by selecting the "*Registration (attendee bringing a guest)*" ticket type as explained above.

Q: I need to cancel my registration. How do I do this?

A: First, please note that cancellations are allowed only up to 10 days before the event. If it is prior to 10 days before the event, contact Linda Legerski (Phone: +1 (630) 252-4836; Fax: +1 (630) 252-5161; email: *rertr at anl.gov*) to cancel your registration.

Q: I need to change some data I provided at my registration. How do I do this?

A: Please contact Linda Legerski (Phone: +1 (630) 252-4836; Fax: +1 (630) 252-5161; email: *rertr at anl.gov*) to communicate changes.

Q: I tried to register for RERTR-2009 in Eventbrite, and it shows that Sales End is 'Ended' and Ticket Quantity is 'N/A'. Why?

A: If this is the case, online registration -available at <http://rertr09.eventbrite.com>- is closed. The registration deadline is August 1, 2009. This date is cast in stone, because of the necessity of processing in time a letter of invitation to secure a visa to China. *After Aug. 1st, 2009 there are NO GUARANTEES that this can be done.*

Q: Who do I contact to get technical assistance if I am having difficulties registering for an event?

A: For technical assistance, contact *rertr at anl.gov*.