

# RERTR 2010 — 32<sup>nd</sup> INTERNATIONAL MEETING ON REDUCED ENRICHMENT FOR RESEARCH AND TEST REACTORS

October 10-14, 2010  
SANA Lisboa Hotel  
Lisbon, Portugal

## ABOUT ON-LINE REGISTRATION

### Registration Notes

*RERTR-2010 is using the Eventbrite Event Manager for on-line registration. During registration you will be referred to as a "Ticket Buyer"; rest assured registration for RERTR-2010 is free. If you must cancel or change data submitted at registration, please contact Linda Legerski:*

*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-2010 there is only 1 (one) registration type available.

##### **Ticket Buyer**

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

##### **Order**

This term means "registration submittal".

### Registration Instructions

1. Go to <http://rertr10.eventbrite.com/>, the official on-line registration page for the RERTR 2010 meeting.
2. Only one registrant per registration is allowed. All you have to do is specify a quantity = "1" for the selected ticket type using the "QUANTITY" drop-down and then click on the "Register" button.
3. This will redirect you to the registration form. There you will have a 30 minute time window in which to register.
4. Please register yourself as the "ticket buyer".
5. Fill in all mandatory fields. If you plan to bring a guest with you, you will have to provide also the guest's full name.
6. Press complete registration.
7. You will be directed to a window thanking you for your order.
8. 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 Portugal? If so, how to apply?**

**A:** Visit [entry visas for Portugal](http://www.rertr.anl.gov/rertr10/visa.shtml) (<http://www.rertr.anl.gov/rertr10/visa.shtml>) for more information.

### **Q: I am bringing a guest to RERTR-2010. Do I need to communicate her/his personal data to you?**

**A:** YES. We need the guest's full name. Please provide this information during the registration process.

### **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 to communicate changes:

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

### **Q: I tried to register for RERTR-2010 in Eventbrite, and it said that the event is finished. Why?**

**A:** The registration deadline is September 1, 2010. Please register before that date by using the on-line registration form at <http://rertr10.eventbrite.com> , which will ensure the timely processing of your registration.

### **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***.