Here are step-by-step instructions:

- 1. login using this link: https://cvent.me/DD1NlG
- 2. Click "Already registered"



3. The registrant will need to enter his/her email address (this must be the email they used when registering for the event) and the confirmation code and click Log In.

*	Stony Brook Univ	ersity ×
The leading of R	Enter the email address you used to register for the event, along with the confirmation number you received. • Email Address • Confirmation Number	the he field ith
	Eggst your confirmation number?	

4. Scroll to the bottom of the screen, then select "Modify Registration" (you will notice names and emails have been blocked out for these instructions).

IAWE 25 St	tony Brook
Congratulations, you	are now registered!
Your Confirmat 4YNTVE	ion Number is: 32W548
You will receive an email w	ith your registration details.
Registration	n Summary en information below
Name and menal mail Afficiation Pertaind State University	^
Questions Are you presenting at the Conference? Yes	
How did you (seen about the IANE Conference? Social Media	
item Admission Item Svert Reparation	Price
Guest Information Any guests attending will appear here.	
Modify Registration	If you wish to add a guest to you registration to attend the Banquet with you, please use the MODIPT link to do so.
	* Stony Brook Universit

5. Scroll to the bottom, click Next

Stony B	Brook Uni	versity	
IAWE 25	5 Stony Brook		
Persona	al Information		
Fill out the informati * First Name	ion balow; than click Next to continue.		
* Last Name			
* Email Address			
Affiliation			
* Are you presenting at the Conference? # Yes O No			
* How did you learn about the IAWE Conferen O Linguist List * Social Media	ce?		
Professional, Organizations' websites Imult from Story Brook University Other			
Cance	il Next		
			Stony Bro

Stony Brook University
IAWE 25 Stony Brook
Registration Type UWE Member If you would like to attend the Conference Banquet on June 16, 2023 at 6:30pm please select below:
Conference Banquet \$75.00 Select for 4
Guest Information - For Banquet Attendance
* Stony Brook Un

6. If guests were included, make sure to Click "Select for #" then click Next

Scroll down for step 7

7. On this screen, make sure the banquet fee of \$75 is listed for the registrant as well under the dropdown arrow for any guests, click Next

IAWE 25 Stopy Brook		
Registration Summary		
ESI Ariliation Postiand State Conference? Var May our presenting at the Conference? Var Admission Item Sessions Conference Banquet Mainssion Item Sessions Sessions	Price 5395.00 575.00 Price Free 575.00	

8. This will bring you to the order summary. The total should reflect a banquet fee for the registrant and any additional guest. Click "Credit Card" then enter the card information. (In this sample, the registrant modified their registration to add the banquet option for herself and three guests).



IAWE 25 Stony Brook

Review your order information and submit your payment.	
Item Price	
Item Price Session	
Conference Banquet \$75.00	
Subtotal \$75.00	
Guest Information	
*	
Subtotal \$75.00	
\sim	
Subtotal \$75.00	
Subtotal \$75.00	
Subtotat \$75.00	
Subtotal \$300.00	
Order Total \$300.00	
Payment	
Select Payment Method	
* Credit Card	
Total Due \$300.00	
VISA 🌔 🔤 🕬	
Credit Card Number Expiration Date Card Security Code ☉	
Name on Card	