

# Registration instructions for the Winter 2019 MiAPPA conference at MSU

1. Select the following link to access the registration portal
  - a. <https://commerce.cashnet.com/cashneti/selfserve/BrowseCatalog.aspx>
2. Identify the correct registration option
  - a. Attendees from MiAPPA member institutions have 4 options from which to choose.
    - i. Standard registration - \$150
    - ii. First-time attendee registration - \$50
    - iii. Supervisor Toolkit Training – Free
    - iv. Dinner guest - \$30
  - b. Business partners, sponsors and exhibitors have 7 options from which to choose.
    - i. Please see Sponsor/Exhibitor information flyer attached to the invitation email and posted online at [www.miappa.appa.org/conferences](http://www.miappa.appa.org/conferences)
3. Select the **View Details** button for the desired registration option

**MICHIGAN STATE UNIVERSITY**  
Infrastructure Planning and Facilities

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Description	Price	View
<b>Event Project Number</b> Enter IPF project number in the project number field. In the amount field enter the price that was sent to your email from the IPF Events Office.		<a href="#">View Details</a>
<b>MiAPPA Institutional Member Attendee Registration</b> *MUST BE A MIAPPA MEMBER INSTITUTION EMPLOYEE TO USE THIS REGISTRATION OPTION. Michigan State University is honored to host the Winter 2019 MiAPPA Conference. The conference will be held March 27 to 29, 2019, at the Kellogg Hotel and Conference Center. Additional conference information will be made available on the conference website: <a href="http://miappa.appa.org/conferences">miappa.appa.org/conferences</a>	\$150.00	<a href="#">View Details</a>
<b>First-time MiAPPA Institutional Member Attendee Registration</b> *MUST BE A MIAPPA MEMBER INSTITUTION EMPLOYEE TO USE THIS REGISTRATION OPTION. Registration fees for first-time attendees from educational facilities or institutions (MiAPPA members only).	\$50.00	<a href="#">View Details</a>
<b>Supervisor Tool Kit held 3/25/19 to 3/29/19 (Free).</b> Supervisor Tool Kit Registration held 3/25/19 to 3/29/19 (Free)		<a href="#">View Details</a>
<b>Winter 2019 MiAPPA Only Guest for Thursday Dinner March 28</b> Winter 2019 MiAPPA Guest registration for Thursday night Dinner March 28	\$30.00	<a href="#">View Details</a>
<b>Winter 2019 MiAPPA Conference – Platinum Sponsor</b> By becoming a sponsor of the Winter 2019 MiAPPA Conference you will have the opportunity to meet face-to-face with potential clients and increase exposure for your company. To obtain sponsorship level details please visit <a href="http://miappa.appa.org/conferences">miappa.appa.org/conferences</a> or contact Brandon Baswell at <a href="mailto:baswell@msu.edu">baswell@msu.edu</a> or call 517-281-1146.	\$4,000.00	<a href="#">View Details</a>
<b>Winter 2019 MiAPPA Conference – Gold Sponsor</b> By becoming a sponsor of the Winter 2019 MiAPPA Conference you will have the opportunity to meet face-to-face with potential clients and increase exposure for your		<a href="#">View Details</a>

4. Complete the registration form associated with the registration option
5. Select **Add to basket**

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#### MiAPPA Institutional Member Attendee Registration

**\*MUST BE A MiAPPA MEMBER INSTITUTION EMPLOYEE TO USE THIS REGISTRATION OPTION.** Michigan State University is honored to host the Winter 2019 MiAPPA Conference. The conference will be held March 27 to 29, 2019, at the Kellogg Hotel and Conference Center. Additional conference information will be made available on the conference website: [miappa.appa.org/conferences](http://miappa.appa.org/conferences)

Enter \$ Amount: \$150.00

\*Attendee # 1 Name:

Attendee #1 E-mail:

Attendee #1 Phone number   
(XXX)XXX-XXXX:

\*Attendee #1 Title:

\*University/Company Name:

\*Address:

Address 2:

\*City:

\*State:

\*Zip Code/Postal Code:

\*Attendee #1 Badge Name:

Attendee #1 Dinner Choices:    Chicken    Beef    Vegetarian

1-Describe dietary restrictions:

To purchase this item, verify the **5** information listed above and click on the 'Add to Basket' button.

**5** Add to basket

For problems with making payments contact Kelly Trefil at [kjtrefil@of.msu.edu](mailto:kjtrefil@of.msu.edu) or (517) 432-0238.  
(webce-3c1b)

6. To add additional registration items – such as a dinner guest or additional attendees for business partners, select **Continue Shopping** and repeat steps 1-5
7. Once all necessary registration options have been added to the basket, select **Checkout** to submit payment and complete the order.

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Item Code	Quantity	Edit	Delete	Amount
MiAPPA Institutional Member Attendee Registration University/Company Name: Michigan State University Address: 901 Plains Rd City: Mason Zip Code/Postal Code: 48854		<a href="#">Edit Item</a>	<a href="#">Delete Item</a>	\$150.00
			<b>Total Amount</b>	<b>\$150.00</b>

6 Continue Shopping
7 Checkout

For problems with making payments contact Kelly Trefil at [kjtrefil@ipf.msu.edu](mailto:kjtrefil@ipf.msu.edu) or (517) 432-0238. (webce-3c1b)

8. Complete the payment process as instructed.

If you have any questions or concerns,

- Registration portal issues (technical) contact Kelly Trefil at (517) 432-0238 or [trefil@msu.edu](mailto:trefil@msu.edu)
- Sponsorship inquiries contact Brandon Baswell at (517) 281-1146 or [baswell@msu.edu](mailto:baswell@msu.edu)
- Other event related inquiries contact Danielle Hook at (517) 899-2031 or [dhook@msu.edu](mailto:dhook@msu.edu)