

35th Annual Byzantine Studies Conference

November 5-8, 2009

Florida State University and The John and Mable Ringling Museum of Art, Sarasota
Life is a Circus!

Registration Form Guideline

This is a guideline to filling out the online registration form.
Please read this carefully.



Your Local Arrangements Chair suggests printing this guideline and having it handy as you navigate the online process.



Click on this link to begin the registration process:

https://learningforlife.fsu.edu/registration2/start.cfm?s_mstr_seq_num=8981

THE ENTRY PAGES:

- **You do not have to give your SSN at the entry page.** Click "NO SSN" and enter your name and date of birth. You will be assigned an "FSU ID number." Please make a note of this; should you need to contact Conference Services regarding your registration they will need this number.
- You must create a username and password to move forward with the registration process. Usernames must be unique; reliable options are using your first or last name. Your password does not need to be unique.
- We do need all of the usual information, such as your address, affiliation, etc. Please enter an email address so that Conference Services can email your registration confirmation.

MAIN REGISTRATION PAGE:

You should be on the main registration page. All of the standard BSC events are identified on the registration form only by the word "event" and the day on which it will take place. Full details of all of these events are given below.

Registration: \$110 (\$145 after September 15)

Student Registration: \$70 (\$110 after September 15)

Retired and Independent Scholars: \$105

THE KEY TO IT ALL:

BSC Additional Information = Conference Options (included free with registration)

PLEASE check these as you register online so that we can get an accurate count.

- Thursday entry into the Ringling Estate, including the Historic Asolo Theatre, the Ringling Circus Museums, the Ca d'Zan, the Museum of Art, the grounds and gardens. For more information on the Ringling go to www.ringling.org. BSC Members and their spouses/partners are entitled to free entry (regularly \$20.00 each). Regular entrance fees will apply to all others. *We cannot provide transportation to the Ringling; the hotel will be glad to help arrange for taxi service, etc. The cost of transportation will vary depending upon the size of the group.
- Thursday Ringling Tour option: please indicate your approximate arrival time and the number of participants--and again, please note that we cannot provide transportation to the Ringling. You must arrange and pay for this yourself. The tours of the grounds will be conducted by staff members. The agenda will vary depending upon the time available, the number of participants and the interests of the group. This is a tram tour, so only light walking is required. All are welcome; the tour is free for non-BSC members accompanying BSC members.
- Transportation to and from the Ringling reception on Friday night.
- Sunday entry to the Ringling Estate: available after 10am. Again, BSC members and their spouses/partners are entitled to free entry (regularly \$20.00 each); we cannot provide transportation to the Ringling.
- Breaks = Coffee Breaks: please check the boxes for each day you will be attending the conference.
a.m. breaks: coffee, tea, juices, water, pastries, fruit
p.m. breaks: coffee, tea, sodas, water, cookies, fruit

Conference Options (fee charged): please select the appropriate box(es) as you register online. Choose the appropriate number if you would like to purchase an additional event ticket for your spouse or partner.

***Graduates giving papers, please see special instructions, below.*

- Thursday evening event = Registration Reception.
Wine, fruit and cheese. Cash bar available.
\$10 (\$7 for students)
- Friday Ringling event = Ringling Reception.
Entry to the Museum of Art and the permanent collection galleries. Featured exhibitions will include "Canaletto and Venice" and "Coptic Textiles from Special Collections, Strozier Library, FSU."
Courtyard reception with substantial hot and cold hors d'oeuvres and assorted beverages. One drink ticket; cash bar.
\$30 (\$21 for students)
- Saturday business event = Business Lunch.
A choice of sandwiches, with salads, chips, fruit, dessert and a variety of beverages. Please choose either vegetarian or non-vegetarian.
\$25 (\$17.50 for students)
- Saturday evening event = Banquet.
Luau! Wine and beer included (two drink tickets per person), cash bar available.
\$60 (\$42 for students)
- Sunday option = Box Lunches, for those of you who would like to grab-and-go.
Sandwich, salad, chips, cookie, beverage. Please choose either vegetarian or non-vegetarian.
\$15
- Extra abstract booklets. You receive one with your registration packet. For additional books, please check the box and indicate the amount. You can pick these up at the registration desk upon arrival. The cost is \$14.

****Special Instructions for Graduates Giving Papers**

You will receive the banquet and business lunch at no cost to you. *Do not sign up or pay for these when registering;* Conference Services has a list of all grads giving papers and they will ensure that you are registered for both events. If you are not planning on attending either the banquet or business lunch please contact Conference Services and let them know so that they can adjust the numbers.

T-shirts and Totes!

We cannot sell t-shirts and totes online, but we can take your orders and have them ready for you to pay for and pick up at the registration desk, cash or check only, please. The design is still top secret but will be great, and we will circulate it on the listserv and display it on the website soon.

One note on sizing: if you'd like and Adult Small, choose Youth Large.

- Adult t-shirts and totes are \$20
- Youth t-shirts are \$18.

Finally: When you have completed registration you will be sent a confirmation email. Please keep this in case you have any subsequent questions about your registration.

To view your Balance and Payments

You can view your balance and payments at any time by going to www.fees.fsu.edu. Click on "other customers" and input the participant's SSN or FSU ID (without dashes) under the Customer ID. If payments are mailed, allow a minimum of 10 business days for processing. Online payments may take up to 48 hours to post to your account.

For any questions regarding the online form, please contact **Charlotte Garcia at Conference Services 850.644.3640**. Conference Services can also register and take your payment over the phone. Contact as above.

We look forward to greeting you in Sarasota!