

How to Register: AMM & AIM 2023 Joint Conference

🔗 **Online Form:** <https://www.ammconference.org/registration/registration-form/>

- This form is for all participants.
- **Exhibitors, Sponsors, Volunteers, and Special Guests** received a discount code via email to use in this registration form to access their discounted or complimentary registrations or event tickets. Contact AMM if you did not receive a code.

Attendee Information

- Please enter attendee contact information.
- Let us know if you wish to be visible in the attendee list available in the virtual platform. Only attendees who are listed are able to access the list in the platform.

Preferences

- Select your preferred pronouns. If you do not wish to list your preferred pronouns, select “Prefer not to describe.”
- If applicable, describe any dietary restrictions or accessibility needs.

NOTE: We will do our best to accommodate your requests. Any requests for ASL Interpretation should be received at least 3 weeks prior to the date of the conference to ensure that we have enough time to secure an interpreter.

Registration

- Choose the type of participant you are.
 - AMM or AIM members should choose “**Member.**”
 - If you are not a member of AMM or AIM, choose “**Non-Member.**”
 - If you are a student, choose “**Student**”
 - If you are currently unemployed or your position was furloughed, choose “**Furloughed Worker.**”
 - If you are a virtual or in-person exhibitor, choose “**Exhibitor.**”
 - If you are a sponsor, museum host, scholarship recipient, or guest speaker, choose “**Sponsor/Guest.**”
 - If you are a virtual or in-person volunteer, choose “**Volunteer.**”

- Once your participant is selected, a new field will appear that shows your options for registration type:
 - **Virtual + In-Person** - choose this to access the virtual day and in-person sessions and activities.
 - **Virtual Only** - choose this for access to the virtual program day only.
 - **AMM Institutional and Premium members** have access to the virtual day for free. Members will see this option in their list. Choose this for access to the virtual program day only.
 - **Virtual + Single Day** options will be available for members, non-members, students, and furloughed workers. Choose either Thursday or Friday.

Discounts/Complimentary Registrations

To access your sponsor, exhibitor, volunteer, or special guest discounted/comped registrations, check the box in this section and enter your code in the field provided. Discounts are case sensitive. Your discount will be reflected in your total, if entered correctly.

If you do not have a discount code, skip this check box.

Optional Add-Ons.

Pre-conference tours, workshops, evening events, and the Leadership Breakfast require an additional ticket for entry.

- **Capacities are limited.** Pre-registration is required for all of these activities.
- Check the box next to each ticket you wish to purchase.
- **Members, Non-Members, Students, Furloughed Workers, Exhibitors, Volunteers serving less than 2 shifts, and Virtual Only** participants of any type may choose to add evening events to their order for a fee.
- **Sponsors, Volunteers, and Special Guests** who receive complimentary evening event tickets and have correctly entered their discount codes, will be prompted to RSVP for the events they plan to attend. You will see the events marked as “Comp” in your list.
- Virtual + In-Person participants of any type will have the option to add a ticket to the **Leadership Breakfast**.
- All participants may choose to add on **pre-conference tours and workshops**. Select from the list provided.

- If you are a Virtual + In-Person participant, you will also be prompted to let us know if you will be attending the **Saturday Retreat at Conner Prairie**.
 - **Choose “Yes - participate in retreat activities”** if you wish to participate in yoga, guided tours, zip-lining, or the tubing hill. Capacity is limited to 80 for these activities. If this option is no longer available, you can still choose “free exploration only.”
 - **Choose “Yes - free exploration only”** if you wish to attend and ride the bus(es), but plan to explore Conner Prairie on your own.
 - **Choose “No”** if you do not plan to attend.

If you already registered and wish to add an optional add-on ticket, [contact AMM](#).

Terms & Conditions

- **“Terms and Conditions”** must be accepted to register for our conference. Click the button next to “Terms Accepted.” All attendees must adhere to our conference [Cancellation Policy](#), [Code of Conduct](#), [Health Policy](#), and the Conference Photography/Videography Policy.
- **“Do you want to see the full attendee list and be visible to other attendees?”** - Leave the box checked if you wish to be included in the attendee list and to be able to access the list to find contact information for other attendees. Click the box to uncheck it, if you wish to opt-out of this service.

Click **“SUBMIT”** to proceed to complete your registration.

Proceed to payment.

- **Paying with a credit card?** Follow the instructions on the Stripe payment page.
- **Paying by check?** Send check payments to the Association of Midwest Museums, PO Box 6267, Fishers, IN, 46038-6267.

Payment Page

This is what the credit card payment page looks like:

Payment Summary

Please review the following details for this transaction.


Description	Item Price
EXHIBITOR registration type: <i>Exhibitor / Virtual Only</i>	\$50.00
Your Virtual Exhibitor Discount: \$50 Off <i>Set to -\$50</i>	\$-50.00
Would you like ticket(s) for Pre-Conference Tours or Workshops? Select all that apply. <i>Tour: Indiana State Museum (7/26) \$10</i>	\$10.00
Total	\$10.00

Billing Information

Enter your payment details below.

Credit Card *
Secure

<input type="text"/>	<input type="text"/>
First Name	Last Name
<input type="text" value="1234 1234 1234 1234"/>	
Credit Card Number	
<input type="text" value="MM / YY"/>	<input type="text" value="CVC"/>
Expiration Month/Year	Security Code



Billing Address *

<input type="text"/>	
Street Address	
<input type="text"/>	<input type="text"/>
City	State / Province / Region
<input type="text"/>	<input type="text" value="Country"/>
Postal / Zip Code	

Email Receipt To *

A copy of this receipt will be emailed to this address.


Confirmation Email

You will receive an email confirmation of your order. If you paid by credit card, you will also receive a receipt for your credit card payment from Stripe.

You should also see a confirmation on screen that your submission was received. If you didn't receive confirmation on screen or in your inbox, you may need to try again. Feel free to [contact AMM](#) for assistance.

Here is an example confirmation email:

AMM & AIM 2023 Conference Registration Form External Inbox x

 **Association of Midwest Museums** <no-reply@wufoo.com> 12:33 PM (1 minute ago) ☆ ↶ ⋮
to me ▾

Thank you for registering for Braking Point, the AMM & AIM 2023 Joint Conference in Indianapolis. We look forward to hosting you virtually and/or in-person this July!

We are writing to let you know that your registration has been received. Below is a summary of your order.

Your registration will be considered confirmed when payment has been received. Registrations paid using a credit card during registration are automatically confirmed. Check payments should be sent to: Association of Midwest Museums, PO Box 6267, Fishers, IN, 46038-6267.

Please keep an eye on your inbox (or spam filter) this summer for instructions on how to access virtual sessions and/or any special instructions associated with offsite events, tours, and workshops.

See you soon!

AMM & AIM

CANCELLATION POLICY: All requests for refunds must be submitted in writing to AMM at info@midwestmuseums.org. Full refund, less a \$30 processing fee, will be granted for requests made six (6) months prior to the conference start date. Requests less than six (6) months up to one (1) month prior to the conference start date will receive a 50% refund. No refunds will be granted for requests made under one (1) month prior to the conference start date. Refunds will be processed as soon as possible before or after the conference. Registrations paid with a credit card that are canceled more than 30 days after purchase will be refunded by check as soon as possible before or after the conference. You may request to transfer your registration to a coworker/colleague.

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Attendee Name *	Charity Counts
Company or Institution Name	Association of Midwest Museums