



2023 Conference Registration Guide

Thank you for your interest in the Kansas Natural Resources Conference (KNRC). We hope this guide will be of assistance as you register through this new platform for 2023.

Please address any questions, billing, or registration issues with the Wichita State University Conference Office: 316-978-6493 or conference.office@wichita.edu. Office hours are Monday through Friday, 8:00 a.m. – 5:00 p.m. We are glad to assist with all questions.

There are three sections to this guide. Please refer to the section that is most appropriate to your registration status.

1. **Attendee Registration** – the primary attendee of the conference. Includes options for pre-conference and general session.
2. **Extra Ticket/Guest Registration** – optional extra ticket for the KNRC social mixer and/or awards luncheon, to be used by the guest of an attendee. The guest will not attend the main conference sessions.
3. **Sponsor Registration** – sponsors and exhibitors of KNRC.

Conference registration link: <https://www.enrole.com/wichita/jsp/course.jsp?categoryId=10002&courseId=CN-23-KNRC>

How to register for attendees:

1. Navigate to the conference registration site and click ATTENDEE REGISTRATION.
2. Under “Event Details” choose your rate:
 - a. General Registration - \$160 before Jan. 29 / \$200 after Jan. 29
 - b. Student Registration - \$80
 - c. Pre-Conference ONLY - \$20 after selecting Pre-Conference option below.
 - i. Choose this option ONLY if you will NOT attend the general session.
3. Under “Additional Items” select the tick-box next to Pre-Conference if you plan to attend the pre-conference. If you are registering for the pre-conference only, you MUST select the tick-box.
4. Click “Add to Cart”.
5. Click “Continue as Guest and Add Attendee”, then complete the attendee information and click “Submit”.

Next Steps:

- *Add another attendee at the same price:* Click “Continue as Guest and Add Attendee” and add the attendee’s information. Continue until all attendees are added.
- *Register for extra tickets/guest:* Complete the checkout for the attendee order and move to the next section of this guide.
- *Ready to check out:* Skip to the end of this guide.

How to register for an extra ticket/guest:

1. Navigate to the conference registration site and click EXTRA TICKET/GUEST REGISTRATION.
2. Under “Additional Items” choose one or both extra ticket options. Click “Add to Cart”.
3. Click “Continue as Guest and Add Attendee” and complete the GUEST’S name and information. Click “Submit”.

Next Steps:

- *Add another guest at the same price:* Click “Continue as Guest and Add Attendee” and add the guest’s information. Continue until all guests are added.
- *Ready to check out:* Skip to the end of this guide.

How to register for sponsors:

1. Navigate to the conference registration site and click SPONSOR REGISTRATION.
2. Under “Event Details” choose your sponsorship level, then click “Add to Cart”.
 - a. Gold Level Sponsor: \$1,500 – 3 registrations; 2 booth spaces; prominent listing as sponsor on the KNRC website; sponsor page listing; half-page ad in program; sponsor’s logo on banner; inclusion in pre-conference press releases
 - b. Silver Level Sponsor: \$1,000 – 2 registrations; 1 booth space; KNRC website sponsor listing; sponsor page listing; quarter-page ad in program; sponsor’s logo on banner; inclusion in pre-conference press releases
 - c. Bronze Level Sponsor: \$750 – 2 registrations; 1 booth space; KNRC website sponsor listing; sponsor page listing; sponsor’s logo on banner; inclusion in pre-conference press releases
 - d. Commercial Business/Government Agency Exhibitor: \$500 – 2 registrations; 1 booth space; KNRC website exhibitor listing; recognition in program
3. On the next page, click “Continue as Guest and Add Attendee” and complete the attendee information form for the main contact. Click “Submit”.

Check-out procedures:

1. When all attendees have been added to your order, click “Checkout”.
2. Complete the “Required Information” on the next page and select how you heard about us.
3. Under “Payment Options” select either the “Total Amount” to pay by credit card or “Invoice Me” to receive an emailed invoice. Click “Next”.
4. Confirm that your order is correct, then click “Submit Order”.
 - a. If you chose to pay by credit card, you will be taken to the credit card processor to complete your order.
 - b. If you chose to receive an invoice, your order is complete. An invoice will be emailed to you shortly.