



MAFA 2023 Registration Info and Instructions

February 4, 2023 at 9 a.m. EST: Early registration opens for MAFA members.

February 18, 2023 at 9 a.m. EST: Registration opens for non-members, instructors, vendors, and day trippers.

Registration for classes will remain open until each class fills, or until May 25, 2023.

INSTRUCTIONS:

- **Online registration:** All registrations will be online through Cvent. When registration opens, also look for the red "REGISTER NOW" button on the [MAFA 2023 Conference](#) website.
- You may only register one person per email address.
- Select your registration type: Member (available on February 4th), Non-member, Instructor, Vendor, or Day-tripper (available on February 18th).
- Fill in all fields: Note the *required fields. Be sure to enter your country, then the State/Province field will give you a dropdown list of options.
- If you are taking a workshop: Select your workshop on the Workshops page – workshops are listed by workshop number.
- **Workshop Confirmation:** You will only be able to register for a workshop if there is space in that workshop. You will know as soon as you check out that you are in the workshop. After you register, you will receive a confirmation email with your registered workshop and housing option.
- **Waitlist:** If the workshop you want is full, you can select it to be waitlisted. However, you should still select an alternate workshop with open spaces. If a spot opens up in your waitlisted workshop, you will be notified.
- Review and accept the conference policies: Your registration will not be processed without your acceptance.
- **Payment:** Will be made online at the time of registration using any major credit/debit card, we are NOT accepting PayPal or checks for this conference.
- Save your confirmation email: Your confirmation number will make logging in to modify your registration simpler. If you need to modify your registration and don't have your number, click Forgot Confirmation Number and it will be emailed to you.
- Changes, adding, or canceling workshops: You can return to the MAFA registration site at any time to make changes. This may include adding or canceling a workshop. Please save your confirmation email as it will contain a link to access your registration.

MAFA 2023 Conference Registration Instructions, continued

- **Cancellation and Refunds:** Registrations may be canceled for a refund through May 25, 2023 by contacting the Registrar at registrar@mafafiber.org. A processing fee of \$75 will be deducted from your refund. After May 25, 2023, you will forfeit the entire amount of your registration. In extenuating circumstances, a partial refund of the workshop fee may be possible, however, housing and meal fees are non-refundable after May 25, 2023.

Not sure if you are a member? See the FAQ here:
mafafiber.org/conferences/mafa2023/faqs/#membership.

If you have questions, check the Registration page on the MAFA website first:
mafafiber.org/conferences/mafa2023/registration/.

For problems with registration, email the Registrar at registrar@mafafiber.org.

Please remember we're real people not an automated system! We're all volunteers and lots of people will be registering at the same time, so give us a little time to get back to you.