

20TH INTERNATIONAL DIFFUSE REFLECTANCE CONFERENCE

July 25-31, 2020 · Wilson College, Chambersburg, Pennsylvania, USA · <http://www.idrc-chambersburg.org>

Registration Guide

This guided is intended to answer some of the common questions related to our automated registration system. If you need additional information, please send an email to idrc.registration@cnirs.org.

To begin, go to the IDRC 2020 registration page by clicking the registration button on the left navigation menu. On the registration page you will see a link (highlighted below) that will take you to the event and allow you to register.

The screenshot shows the top navigation bar of the CNIRS website. On the left is the CNIRS logo, which includes a globe and the text "The Council For CNIRS Near-Infrared Spectroscopy". To the right of the logo is a horizontal menu with links: Home, IDRC 2020, About, Education, Documents, Calendar, Links, and Contact Us.

[Home](#) > IDRC 2020 Registration

A vertical navigation menu on the left side of the page. The menu items are: IDRC Home, Program, Sponsors, Exhibit, Short Courses, and Posters. The "IDRC Home" item is highlighted with a yellow background.

Registration

DRC 2020 registration is open. Click the link below to begin registration.

[IDRC 2020 - 7/25/2020](#)

You may pay for your registration by either credit card, check, or wire transfer. If you are paying by credit card, the registration total must be less than \$1300. In cases of multiple registration you may have to register separately to stay within that single transaction total.

Instructions for payment by check or wire transfer can be found [here](#). Thanks for your understanding!

If you pay by credit card the payment will appear on your credit card statement as **CLB*CNIRS**.

Please send any registration inquiries to IDRC.Registration@cnirs.org

On the event page you will see a summary of the IDRC 2020 main information. There is a button on the right side that says register now (highlighted below) – click that to begin.

The screenshot shows the event detail view for the IDRC 2020 event. At the top is the CNIRS logo and the navigation menu. Below that is the event title "Events - Event View". On the right side, there is a button labeled "Register Now" which is highlighted with a yellow box.

[Home](#) > [Events](#) > IDRC 2020

Events - Event View



This is the "Event Detail" view, showing all available information for this event. If registration is required or recommended, click the 'Register Now' button to start the process. If the event has passed, click the "Event Report" button to read a report and view photos that were uploaded.

IDRC 2020

When: Saturday, July 25, 2020 to Wednesday, July 29, 2020	<input type="button" value="Show admin options"/>
Where: Wilson College www.wilson.edu 1015 Philadelphia Avenue Chambersburg, PA 17201	
Additional Info: IDRC 2020	<input type="button" value="Mark Attendance"/>
Contact(s): Benoit Igne Andres Roman IDRC Chair	<input type="button" value="Register Now"/>

<input type="button" value="Add to my Calendar"/>

The first step in registration is to enter details about how many people you will be registering. If you are not a CNIRS member, you will need to enter your personal information. If you are registering others then you will also need to enter their information. Note that our credit card system can only process transactions that are less than (or equal to) \$1,300 total. So, if you are registering more than one person it may be easier to go through the process once for each person.

Note that the system has classifications of registrations, but we use only one class called “everyone”. So you will likely see your registration with the “everyone” label. Just proceed as there is nothing to change regarding that label.

The items marked with a red circle are required. Below is a screen showing the information screen for non-member registration.

Who is registering for this event?

Me only

Just this non-member

This non-member + - + guests

Not this non-member, but register these - + others

This Non-Member Registration

Everyone

Non Member Information

First Name *

Middle Initial

Last Name *

Country [Show All Countries](#)

Address Line 1

Address Line 2

City

State/Province

Zip/Postal Code

Timezone [Show All](#) *

Phone

Mobile Phone

Email Address *

Organization

Title

Once all personal information is correct, press NEXT.

The next step is to select the activities for conferees and guests. Place a check mark in the box next to the activity you want to register for. The down arrow next to the activity name will give a description. Most of these items are full week activities – so for example Conference, Dorm, Meals includes those items for the entire week of the conference. When you have completed your selections, press NEXT.

Payment: Payment in Full In Advance Or At Event

Activities for John Smith

Activities/Items
Click the arrow to the left to view or hide the activity/item details. Check the box on the right to add each activity/item to your registration.

<input checked="" type="checkbox"/> Conference , Dorm, Meals	1 <input type="button" value="▲"/> at \$ 675.00ea	<input type="checkbox"/>
<input checked="" type="checkbox"/> Conference, Dorm	1 <input type="button" value="▲"/> at \$ 570.00ea	<input type="checkbox"/>
<input checked="" type="checkbox"/> Conference,Meals	1 <input type="button" value="▲"/> at \$ 570.00ea	<input type="checkbox"/>
<input checked="" type="checkbox"/> Conference Only	1 <input type="button" value="▲"/> at \$ 465.00ea	<input type="checkbox"/>
<input checked="" type="checkbox"/> Student, Grad Student, Post Docs (conf, dorm, meals)	1 <input type="button" value="▲"/> at \$ 400.00ea	<input type="checkbox"/>
<input checked="" type="checkbox"/> Exhibitor Registration	\$ 1,100.00	<input type="checkbox"/>
<input checked="" type="checkbox"/> Exhibitor Extra - In Dorm	1 <input type="button" value="▲"/> at \$ 475.00ea	<input type="checkbox"/>
<input checked="" type="checkbox"/> Exhibitor Extra - No Dorm	1 <input type="button" value="▲"/> at \$ 440.00ea	<input type="checkbox"/>
<input checked="" type="checkbox"/> Full Day Shortcourse (non-student)	\$ 300.00	<input type="checkbox"/>
<input checked="" type="checkbox"/> Full Day Shortcourse (student)	\$ 150.00	<input type="checkbox"/>
<input checked="" type="checkbox"/> Saturday Housing	1 <input type="button" value="▲"/> at \$ 115.00ea	<input type="checkbox"/>
<input checked="" type="checkbox"/> Companion - Not Attending Conference	1 <input type="button" value="▲"/> at \$ 300.00ea	<input type="checkbox"/>

You will then see a summary screen of the items selected. An example is shown below. You can elect to pay now, or pay at the event. Press the Complete Registration button to continue.

Event Registration - Summary



Review the registration info shown below.

Event Information

Your event registration is not complete until you review the information below and then click Complete Registration at the top or bottom of the page.

[Back](#)[Cancel](#)[Complete Registration](#)[Print Summary](#)

Event: IDRC 2020
When: Saturday, July 25, 2020 to Wednesday, July 29, 2020
Where: Wilson College
1015 Philadelphia Avenue
Chambersburg, PA
Contact(s): Benoit Igne
Andres Roman
Payment: Payment in Full In Advance Or At Event

Registrant Information

John Smith (Primary Registrant)

Activity/Item Information

Conference , Dorm, Meals

John Smith

1 @ 675.00 = \$ 675.00

Full Day Shortcourse (non-student)

When: Saturday, July 25, 2020, 7:00 AM until 5:00 PM

Where: Same as event

John Smith

\$ 300.00

Saturday Housing

John Smith

1 @ 115.00 = \$ 115.00

Registration Total: \$ 1,090.00

Payment Information

You may pay for this registration in advance or at the event. Please make your selection below and click the "Complete Registration" button to reserve your place. If you elect to pay in advance, you will see the Payment page. Depending on which options this organization has configured, you may be able to pay with a credit card online or print an invoice and pay with a check.

Pay in advance Pay at event

Send Confirmation Emails to Event Registrant

The payment screen will appear next if you have elected to pay in advance. Select the payment method and enter the information requested. If you are paying by check, please mail a copy of the invoice along with the check (in USD and drawn on a US bank) to:

Please make check payable to CNIRS

Mail to:

CNIRS

PO Box 1574

Rancho Cordova, CA 95741

Payment by wire transfer – use the details below:

Account Holder: The Council for Near Infrared Spectroscopy (CNIRS)

Bank Name: Wells Fargo Bank, NA

Bank Address: San Francisco, CA

Routing Number: 121000248

Account Number: 2000042666455

Swift Code / IBAN: WFBUS6S

Home > Control Panel > Make Payment

Make Payment for John Smith

The list below shows outstanding payments due for the current member. Use the checkboxes to select which payments to make. The available payment options are in the "Payment Method" dropdown list. Make a selection and follow the instructions.

To make a partial payment on any of the items, click to change amount.

<input checked="" type="checkbox"/> Event Registration	(3/1/2020 Ref # 1649) Jul 25, 2020 - IDRC 2020	Due 1,090.00	Pay 1,090.00								
<table><tr><td>John Smith - Conference , Dom, Meals</td><td>675.00</td></tr><tr><td>John Smith - Full Day Shortcourse (non-student)</td><td>300.00</td></tr><tr><td>John Smith - Saturday Housing</td><td>115.00</td></tr><tr><td colspan="2">Transaction Total: 1,090.00</td></tr></table>				John Smith - Conference , Dom, Meals	675.00	John Smith - Full Day Shortcourse (non-student)	300.00	John Smith - Saturday Housing	115.00	Transaction Total: 1,090.00	
John Smith - Conference , Dom, Meals	675.00										
John Smith - Full Day Shortcourse (non-student)	300.00										
John Smith - Saturday Housing	115.00										
Transaction Total: 1,090.00											

Total Selected For Payment \$ 1,090.00

Payment Method < Select Payment Method >

Review the payments due, and select the items you wish to pay for now. Then, select a payment type and follow the instructions provided.

Refund Policy

All payments are final. We do not provide refunds for membership signups and renewals, event registrations, donations, storefront purchases, or other misc. charges. Please carefully review the charge(s) checked above and be sure you know what you are paying for.

The refund policy is set by The Council For Near-Infrared Spectroscopy. If refunds are available, requests must be directed to The Council For Near-Infrared Spectroscopy - they cannot be handled by ClubExpress.

Print Invoice (Report) Print This Page Submit Payment

Pay Later

That will complete the registration. The IDRC organizers will get a copy of your registration. You should get a system generated email indicating that your registration was complete.