

ACEC-Illinois Engineering Excellence Awards Frequently Asked Registration Questions

1. **Please read all 11 items below before registering.**
2. **Register employees first.** (Check to make sure they are not already registered)
3. Each registration must have a **Unique Email Address**. If you don't want guests to receive a confirmation with the cost, give them a **fake email address**; yourfirmname@guest1.com, yourfirmname@guest2.com, etc. (see example)
4. To receive a copy of each person's **confirmation**, your email address must be in the **"CC Email Address" field**. (see example)
5. Put your **guest's company name** in the **"Company"** field (see example)
6. Put **your firm name** in the **"Registering Firm Name"** field. This field keeps all your registrations together. (see example)

GUEST REGISTRATION EXAMPLE

First Name for Badge: Jim	Guest First Name (from previous screen)
Last Name: Kirk	Guest Last Name (from previous screen)
Email Address: xyzengineering@guest1.com	Guest "Fake" Email (from previous screen)
CC Email Address: <input type="text" value="bwilson@xyzengineering.com"/>	Your email address (for the confirmation receipt)
*Company: <input type="text" value="City of Peoria"/>	Guest Company or Agency Name
*Registering Firm Name: <input type="text" value="XYZ Engineering"/>	Your Firm Name

7. We **DO NOT NEED** your **guest's contact information**. Click on the **"Copy Address From Primary Registrant"** button to populate your firm address information into their record. (Less work for you!)
8. **Vegetarian / Project Name / Accepting the Award**. Answer the following questions for each attendee. Vegetarians will receive a special meal ticket attached to their name tag for their table server.

***Do you require a vegetarian meal?** Yes No

***To insure you are seated at the proper table, select your Award Project Number below. Select "N/A" if your firm did not submit a project.**

N/A

H-01 Camp Lincoln Headquarters Geothermal System

H-02 El Centro

H-03 New I-70 Mississippi River Bridge & Corridor

H-04 Rehabilitation of Wells Street Bascule Bridge

H-05 Hastings Bridge Design-Build

H-06 Barium/Radium Removal Pretreatment System

H-07 Illinois Route 47 Interchange at I-90

H-08 Belleville Water Reclamation Facility

H-09 Otter Lake Water Treatment Plant UV Treatment

H-10 Innovative Treatment Saves Romeoville's Well

H-11 Algonquin Western Bypass

H-12 I-294/I-57 Interchange Project Phase One

H-13 I-90/94 at Ohio Street Replacement & Rehabilitation

H-14 Morgan Street Bridge Community Revitalization

***Will you be accepting the award on stage? *NOTE: One person from the firm and one person from the owner/client should be selected to accept the award on stage. Select "N/A" if your firm did not submit a project.**

N/A Yes No

9. **Registering a person without knowing their name.** For unknown **Employee registrants** use **Emp1, Emp2, Emp3, etc.** for both *first* and *last* name. For unknown **Guest registrants** use **Guest1, Guest2, Guest3, etc.** When you know the actual names, email them to info@acecil.org. Indicate the "Emp" or "Guest" name used when registering, along with their **actual name**, their **company/agency**, if they are a **vegetarian**, and if they are **accepting the award on stage**.
10. There are **ten seats to a luncheon table**. If your firm has more than ten registrants they will be seated at tables next to each other, by project (if applicable). Table assignment is noted on the name tags.
11. Please **register by the deadline** so there is adequate time to assign seating and print name tags.

SEE YOU AT THE AWARDS!