Registration Guide

This document provides a step-by-step overview of the registration process.

If you are an attendee who has their registration subsidized, please proceed with the registration process until you reach the "Review and Pay" page. You will be asked to enter your promo code then for the waiver of registration fee.

If you have any concerns or questions, please reach out to the Workshop Organizing Committee at sd-2025-g@vt.edu

Please refer to the payments guide if you are an international attendee - https://register.cpe.vt.edu/upload/HowTo-InternationalPayments.pdf

After you click the "Register Here" button on the Workshop website, you'll be redirected to the landing page of the registration website. The registration and payment process is handled by the Continuing and Professional Education department at Virginia Tech.

1. **Landing Page**
   Please click the "Register Now" button on the right side of the webpage to begin the process.
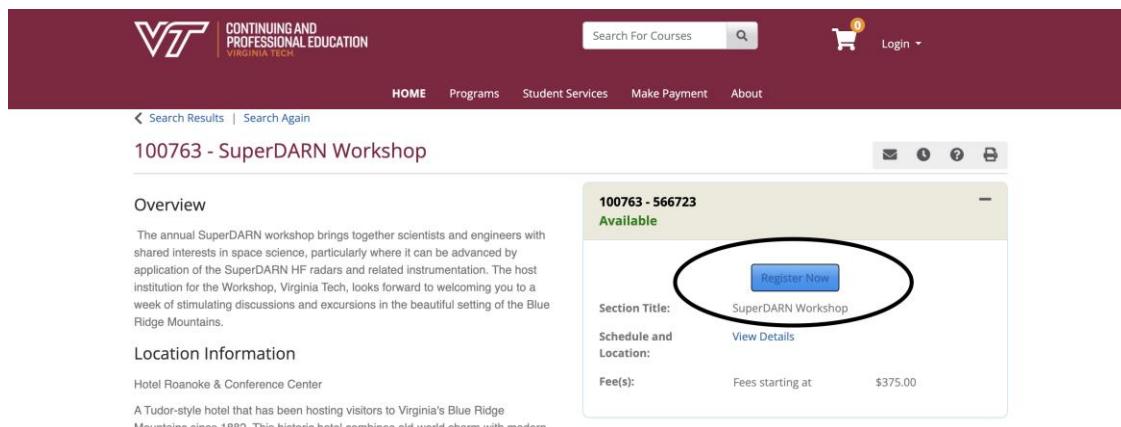
2. **Register/Login Page**

After you click "Register Now", you will be redirected to a Register/Login page. If you did not create an account before, please proceed as a "New User" and enter your details. Please pick a username that is different from your email. Click the "Register" button. If you are returning user (e.g., already have an account and are modifying your existing registration) please enter your username and password and click the "Login" button.

Please choose the "Register myself or manage my registration" option unless you are registering on behalf of a group or someone else.

3. **Registration Packages**

You will now be redirected to the registration packages page where you can choose either a full 5-day registration or a 3-day registration.

You can then choose to add an accompanying person in the next page after clicking continue.

Conference Participation > Optional Add-Ons

Welcome Bharat Kunduri | Logout

Confirmation Message

- You have 45 minutes to complete the transaction. Your reservations will expire in **44:36**.

The following optional add-ons are available with your package.

Full 5 Day Registration	—
Conference Participation	Early Bird **$500.00**

Select the quantity of each add-on that you would like to purchase.

| 0 ⌄ | **Accompanying person** | $250.00 |

Back   Cancel

Continue

Please be aware that clicking the "Cancel" button during the registration process will prompt you to terminate your in-progress registration.

If you encounter any issues during your registration, please contact our office at cpeinfo@vt.edu or (540) 231-5182.

4. **Additional Information**

In the next page you will be asked to agree to the code of conduct.

Additional Information

Welcome Bharat Kunduri | Logout

Confirmation Message

- You have 45 minutes to complete the transaction. Your reservations will expire in **42:24**.

Please provide additional information related to your registration

Participant Preferences

Participant: Bharat Kunduri (X109971)	—

☐ I have read and agree to the SuperDARN Code of Conduct*

Code of Conduct: The 2025 SuperDARN Workshop Organizing Committee is committed to providing a safe, productive, equitable, and welcoming environment for all participants in activities affiliated with the Workshop. All participants in Workshop-related activities are therefore required to abide by the Code of Conduct (CoC) which includes participation in the conference or other Workshop-sponsored research or events, at any location. The general essence of this code of conduct aligns with other National Science Foundation (NSF) sponsored meetings. The purpose of this policy is to encourage positive discussions and respectful scientific exchanges. Ethical conduct is required for all aspects of workshop-related activities. This includes treating all participants with courtesy and respect, regardless of their background or opinions. Any behavior that violates NSF's non-discrimination policy (https://www.nsf.gov/od/oecr/) needs to be avoided. Participants are expected to ensure (to the best of their knowledge) scientific results are genuine, and that all ensuing findings and interpretations are consistent with the data and with plausible physical reality. Any observation of an actual or suspected violation of this code-of-conduct should be reported as soon as possible. Depending on the circumstances, Workshop participants should feel comfortable reporting violations to any Workshop Organizing Committee member, venue staff, or local law enforcement. Anyone requested to stop unacceptable behavior is expected to comply immediately. Behavior that appears illegal or threatening will be immediately reported to local law enforcement agencies and to staff at the venue. Violators may be subject to an action deemed appropriate by the Workshop Organizing Committee including but not limited to immediate removal from the event without warning or refund.

You will also be asked to enter some additional details regarding your affiliation, career stage, excursions, and meal preferences.

Company/Organization Affiliation:*

[   ]

Title:*

[   ]

Are you one of the following?:

○ Early Career Researcher (<5 years since completing PhD)

○ Undergraduate Student

○ Graduate Student

At this point in time do you plan to attend the excursion on Wednesday afternoon?:*

○ Yes

○ No

Would you be interested in a trip to the Blackstone radar on Friday afternoon (June 6)? This trip would include a 2 and half hour trip by car/van (each way) with a tour of the Blackstone SuperDARN Radar and South Piedmont Agricultural Research and Extension Campus. Dinner for this trip is not included with this registration. We will return from this trip later on Friday evening.:*

○ Yes

○ No

Participant Meal Preference:*

○ No Preference

○ Vegetarian

○ Vegan

○ Gluten Free

○ Dairy Free

○ Nut Free

○ Other

5. Review and Pay

In this page, you will be asked to enter payment information and finalize your registration. Please disregard messages about Virginia Tech P-Cards, HokieMart, and ISR (Interdepartmental Service Request) payment options. These apply only to Virginia Tech faculty paying through the department.

Review and Pay   Welcome Bharat Kunduri | Logout

Confirmation Message
- You have 45 minutes to complete the transaction. Your reservations will expire in **35:51**.

Please review your cart and profile information below. Click Pay & Register to complete your registration.

If registering as a group and you would like to add/remove participants, click the "Change Participants" button.

Important
- **Virginia Tech P-Cards are not allowed to be used for payments to VT CPE.** Please use an alternate credit card or select the 'Other methods' option below to see all available payment options.
- If you select the HokieMart/ISR (Interdepartmental Service Request) payment option, please contact your fiscal assistant to process the payment to VT CPE Registrations / Sponsorship Fees.

Please enter your billing information next

Profile Information

View My Profile   +

Billing Information   −

Address

Address 1:*   Address (line two):
[   ]   [   ]

City:*   State/Province: Other State:
[   ]   [∨]   [   ]

Country:*   Zip/Postal:
[USA   ∨]   [   ] 🔭

Telephone

Area:*   Number:*   Ext.:
[   ]   [   ]   [   ]

At this point, you can enter any promo code you have been provided by the organizing committee. Also note that you will most likely be checking the "Pay online by credit card" option or the "International Payment" option. If you want to pay via e-check please click the "Other Payment Methods: (eCheck, HokieMart, etc.)" option. HokieMart is not expected to be a common payment method and only applies to Virginia Tech faculty.

Payments

Promo Code

Enter Promo Code:
[   ] Apply

Select Payment Method:*

To secure your registration immediately, choose 'Pay online by credit card.'

IMPORTANT:

- Online group registrations (if applicable) as well as registrations on behalf of someone use can only be completed when paying via credit card. If you wish to register a group or register on behalf of someone else using a different payment method, please email cpeinfo@vt.edu or contact 540-231-5182.
- **Virginia Tech P-Cards are not allowed to be used for payments to VT CPE.** Please use an alternate credit card or select the 'Other methods' option below to see all available payment options.
- If you select the HokieMart/ISR (Interdepartmental Service Request) payment option, please contact your fiscal assistant to process the payment to VT CPE Registrations / Sponsorship Fees.

⦿ Pay online by credit card. NOTE: Ensure that your browser does not block third-party cookies.   ○ International Payment

○ Other Payment Methods: (eCheck, HokieMart, etc.)

After clicking Continue Checkout, you will be redirected to another page to complete your purchase securely.

- **Virginia Tech P-Cards are not allowed to be used for payments to VT CPE.** Please use an alternate credit card or select the 'Other methods' option below to see all available payment options.

Once your payment is processed, you will view a page with a *Transaction Receipt*. This can be printed for your records. In addition, you will receive to your email address these documents from Virginia Tech Continuing and Professional Education (CPE) and the Bursar's office, with the order of arrival indicated as 1, 2, 3:

3 - *SuperDARN Workshop - 566723 Email receipt* (CPE)

(receipt in body of email and as an attachment)

2 - *Receipt Notification* (Bursar's office)

1 - *SuperDARN Workshop - 566723 Registration Confirmation* (CPE)

That's it!

If you should need to go back and revise your registration, re-enter the registration portal and login using your existing account information.