

Registration Information

Online - Register online via our secure server. You will receive an email confirmation within 24 hours. If you are unsure if the online registration has reached us, please do not submit it a second time. Instead email conferences@dce.ufl.edu or call 352-392-1701.

Phone - Call us at 352-392-1701 to register.

Mail – Registrations and payments may be mailed to University of Florida Department of Conferences, 2209 N W 13 St., Suite E, Gainesville, FL 32609-3498.

Office Hours - Office hours are Monday through Friday 8:00 a.m. until 5:00 p.m. EST

Payment – Payments may be made with VISA, MasterCard, American Express, check, money order, cash or wire transfer payable to **University of Florida** in U.S. dollars and drawn on U.S. banks. In order to receive the early registration rate, payment must be received on/before the specified dates.

Purchase Orders - Registrations to be paid by employers must be accompanied by a purchase order. Purchase orders must include the registrant(s) name and should be faxed or mailed with a copy of the participant(s) registration form(s).

Federal Tax Identification Number - The federal tax identification number for the University of Florida Department of Conferences is 59-6002052.

Wire Transfers - International Wire Transfers - Before submitting a wire transfer, please call 392-1701 or email conferences@dce.ufl.edu for instructions.

Refunds - To process your refund, we require a written request. Requests may be faxed to 352-392-5437, emailed to conferences@dce.ufl.edu, or mailed to UF Dept. of Conferences, 2209 NW 13th St., Ste. E, Gainesville, FL 32609-3498.

Cancellations - The University of Florida and the conference sponsor reserve the right to revise program content and presentations, or to cancel the program if registration criteria are not met or when conditions beyond their control prevail. If the program is cancelled, the University's liability is limited to refund of the conference fees paid by each registrant.

Contact Information – If you have questions, please call UF Department of Conferences at 352-392-1701 or email us at conferences@dce.ufl.edu.

Accommodations: The University of Florida provides reasonable access for persons with disabilities to all programs, services and activities. Please contact the Conference Department by phone (352) 392-1701 or email conferences@dce.ufl.edu at least ten days prior to the event starting date if special accommodations are required.