

2017 WBC Leadership Conference FAQs

What is the link to the WBC and non-WBC registration page?

[AWBC Registration Page](#)

[Non-AWBC Registration Page](#)

What is the link to the VBOC registration page?

[VBOC Registration Page](#)

What is the link to the sponsor/exhibitor registration page?

[Sponsor/Exhibitor Registration Page](#)

I received an error message while registering, what should I do?

Please be sure your email address was not used in another registration. The system will only allow an email address to be used once. If you're registering for someone else, please use their email address. If the error message still occurs, please contact Heather at admin@awbc.org.

How can I get an invoice?

Send an email request to Heather at admin@awbc.com

What meals are included in the cost?

Meals provided are breakfast and lunch Tuesday, Wednesday and Thursday.

How do I change the names or information listed on my registration?

Send an email request with updated information to Heather at admin@awbc.com

What if I'm unable to attend the conference after registering?

If you would like to switch names on the registration to another attendee, please send an email request with the new attendee's name to admin@awbc.com. Refunds will need to be submitted and approved.

Can the workshops be added after I've registered?

If you've forgotten to register for workshops after your registration is complete, please send a detailed email request to Heather at admin@awbc.org.

When does the conference end?

The conference officially ends Thursday @ noon for those not attending Capitol Hill day. Those attending Capitol Hill day, you will be back at the hotel by 4:00 pm.

Where can I find a copy of the conference agenda?

The conference agenda will be sent by the beginning of September.

When does my finance person need to arrive? Is that for 1st year financial staff or all?

Finance sessions will be held for new staff September 11th. There will be a finance breakout session Tuesday morning and afternoon, September 12th.

Who is welcome to attend the conference from my center?

WBCs are welcome to invite as many as you'd like to attend; however, please keep in mind, only two can be charged to the grant.

When does early registration end for WBCs?

July 21st is the last day for early registration.

Can I pay by check?

Yes; however, if you choose the option to pay by check, your registration is not complete until the check is received in our offices.

What address should checks be mailed to?

Association of Women's Business Centers
1629 K Street NW
Suite 300
Washington, DC 20006

What if chose the option to pay my check and now I would like to use a credit card?

After the registration is complete, we cannot use PayPal. Please email Heather at admin@awbc.com to resolve.

Is there an alternate method, if PayPal does not accept my credit card?

If PayPal does not work with your credit card, you can mail a check to:
Association of Women's Business Centers
1629 K Street NW
Suite 300
Washington, DC 20006

Or send an email request for credit card invoice to admin@awbc.org.

Is there a promo code or link used to book the hotel?

You will not need a promo code to book the hotel. You'll only need to book online through this link: [Hotel Reservations](#). If you call to book your room, please tell them you're with the Women's Business Centers 2017 Leadership Conference. Their number is 866-837-4210.

When is the last day to book the hotel stay?

The last day to book a room at The Westin Alexandria with our rate is August 11, 2017.

Is there an address where we can mail our materials?

TO: *Exhibitor or Organization Name* and Marie Tan c/o The Westin Alexandria
400 Courthouse Square
Alexandria, VA 22314
Hold for: Women's Business Center National Conference September 12-14, 2017
Box(es) _____ of _____ (Multiple Boxes MUST be numbered)
Hotel Catering/Convention Service Manager: Marie Tan

Airport Information

Ronald Reagan National Airport (DCA) is closest to the hotel, with a short 15-minute cab or Metrorail ride. The hotel does not have a shuttle to the airport. Here's more detailed information on transportation to and from the hotel:

<http://www.westinalexandria.com/alexandria-hotel-information>

Where is the Tuesday evening reception?

The Tuesday reception will take place at Torpedo Factory 105 N Union St, Alexandria, VA 22314. This is approximately 2 miles from The Westin Alexandria and transportation will **not** be provided. The city of Alexandria offers a free trolley along King Street from the King Street Metrorail station to the waterfront. The trolley runs daily from 11:30 AM – 10:00 PM every 20 minutes. [The King Street Trolley](#)

How far is Capitol Hill from the hotel?

Capitol Hill is about 13 miles from The Westin Alexandria and typically takes about 20 minutes depending on the route and traffic. Transportation will be provided.

Is it plans after the Capitol Hill day? Do we check out before or after our Capitol Hill visit? Where will our luggage be stored during this day?

If you are not staying over Thursday night, please check out before leaving for Capitol Hill Day, and the hotel will store your luggage for the day. The Capitol Hill Day trip is the last event of the day.