

2018 WBC Leadership Conference FAQs

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

[WBC Registration Page](#)

[Non-WBC 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 on Tuesday and Wednesday. Breakfast will be provided on 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 only be given under extenuating circumstances and is subject to approval.

Can I register for the Monday pre-conference workshops after I've submitted my registration?

If you've forgotten to register for pre-conference workshops after your registration is complete, please use this [link](#) to register for any of the four classes. [Optional Sessions Registration](#)

When does the conference end?

The conference officially ends Thursday @ noon.

Where can I find a copy of the conference agenda?

The conference agenda will be sent the 3rd week of September.

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.

Does my finance person need to attend the conference?

OWBO no longer requires that your finance staff attend this annual conference.

When does early registration end for WBCs?

August 17th 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. The option to pay by check ends August 17, 2018.

What address should checks be mailed to?

PLEASE NOTE TEMPORARY ADDRESS FOR CHECKS

Mi Casa Resource Center WBC
Attn: Elena Vasconez
345 S Grove Street
Denver, CO 80219

Please make check payable to:

Association of Women's Business Centers

What if I 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:

PLEASE NOTE TEMPORARY ADDRESS FOR CHECKS

Mi Casa Resource Center WBC
Attn: Elena Vasconez
345 S Grove Street
Denver, CO 80219

Please make check payable to:

Association of Women's Business Centers

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 2018 Leadership Conference. Their number is (813) 229-5000.

When is the last day to book the hotel stay?

The last day to book a room at The Westin Tampa Waterside with our rate is August 22, 2018.

Is there an alternate hotel accommodation if the The Westin Tampa Waterside is booked?

We have pre-booked rooms based on past attendance numbers. At this time, we have not secured a 2nd hotel. We strongly encourage all attendees to make your hotel reservations early.

Airport/Transportation Information

Tampa International Airport is closest to the hotel, with a short 20-minute cab, Uber or Lyft 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.westintampawaterside.com/transportation-options>

Where is the Tuesday evening reception?

The Tuesday reception will take place at the Yacht StarShip 603 Channelside Drive Tampa, FL 33602. This is less than a mile from The Westin Tampa Waterside and transportation will **NOT** be provided. The yacht will be docked a short 5 min walk away from the hotel.

<http://www.yachtstarship.com/>

Is there an address where we can mail our materials?

Shipping Instructions:

All shipments must be addressed as follows:

Westin Tampa Waterside

Your Name / Company Name

2018 AWBC Conference

[725 South Harbour Island Boulevard](#)

[Tampa, Florida 33602](#)

Shipping Package to the Hotel:

- To ensure your package is received and stored properly, please label all shipments according to the above example
- Due to limited storage space, shipments should arrive no earlier than three (3) days prior to event start date/individual arrival date.