

# 2019 CONFERENCE

## MAKING SURE YOU'RE READY TO GO

As we get ready for this year's conference in Albuquerque, there are two steps required by all attendees to make sure everyone's ready:

1. **Check your registration** to make sure you and your guest(s) have registered and paid for your desired attendance option.
2. **Check** that you've submitted your awards banquet **meal selection** and **conference name tag**.

### Check Your Registration

Procedures vary, depending on whether you registered and paid on the MWSA or SWW website. However, for both organizations, if you haven't registered and paid, you won't be able to join us in ABQ. Unfortunately, we will not be able to accept folks who "show up at the door" without an existing registration.

If you are a member of both organizations, please check both sites – some individuals registered themselves on one site but registered guests on the other. If in doubt, check both lists.

#### MWSA Procedure

- Go to the MWSA website's Conference Page, Register (or Payment Options and Sign-up Section: <https://www.mwsadispatches.com/events/2019/conference#signup>
- Sign in (if necessary)
- If you're registered for the event, you'll see the words "Already registered" below the blue "REGISTER" button.
  - **If you haven't registered**, you can do so now that you've logged in.
    - Note: Filling out the meal selection/name tag form is NOT the same as registering—much less paying—for the conference! 😊
  - **If you have registered**, please click on the button or the "Already registered" link

2019 MWSA General Membership Conference and Awards Banquet

Start: 12 Sep 2019 6:00 PM (MDT)  
End: 15 Sep 2019 1:00 PM (MDT)  
Location: Albuquerque, New Mexico  
Registered: 65 registrants

REGISTRATION

- **Banquet Only - Member - \$50.00**  
Banquet dinner Saturday the 14th of September.
- **Banquet Only - Non-Member - \$55.00**  
Banquet dinner Saturday the 14th of September.
- **Full Conference - Meals Only for Spouse/Guests - \$140.00**  
This item provides full conference meals for spouse or guests.
- **Full Conference - Member - \$229.00**  
All events and meals at the Hotel Albuquerque for the 13th and 14th of September 2019 ... includes the reception on 12th September at the hotel.
- **Full Conference - Non-Member - \$249.00**  
All events and meals at the Hotel Albuquerque for the 13th and 14th of September 2019 ... includes the reception on 12th September at the hotel.
- **Half Conference - Meals Only for Spouse/Guests - \$95.00**  
This item provides meals for spouse or guests.
- **Half Conference - Member - \$150.00**  
All events and meals at the Hotel Albuquerque after lunch on the 13th through 14th of September 2019.
- **Half Conference - Non-Member - \$160.00**  
All events and meals at the Hotel Albuquerque after lunch on the 13th through 14th of September 2019.

VISA Mastercard DISCOVER AMERICAN EXPRESS


Please select one of the registration types. You can be registered at the same time for each type.

An invoice will be created at the time of registration and may be paid on-line or by mail (address on the invoice).

REGISTER

Already registered

- Confirm that you’ve correctly registered and paid for your and any guests’ conference participation.
  - You can check each registration’s details by clicking on “View details,” and if you discover that you need to make changes, you can click on the “administrator” contact link at the top of the page:

 Registration confirmed ([view invoice](#)). To change or cancel, contact [administrator](#).

- If you need to add another guest, click on the blue “NEW REGISTRATION” button, and follow the instructions that appear on your screen.

## [2019 MWSA General Membership Conference and Awards Banquet](#)

 [Add to my calendar](#)

**Event:** 2019 MWSA General Membership Conference and Awards Banquet  
 12 Sep 2019 6:00 PM (MDT) - 15 Sep 2019 1:00 PM (MDT)  
 Location: Albuquerque, New Mexico

Event registration

[NEW REGISTRATION](#)

19 May 2019

Cathcart, John ([mwsa@delta7book.com](mailto:mwsa@delta7book.com))  
 registration type: Full Conference - Member (Early Bird)

Confirmed  
[View details](#)

19 May 2019

Cathcart, Sandi ([mwsa@delta7book.com](mailto:mwsa@delta7book.com))  
 registration type: Full Conference - Meals Only for Spouse/Guests

Confirmed  
[View details](#)

[NEW REGISTRATION](#)

## SWW Procedure

Click on the following link, scroll down and look for your name and the program under which you have registered.

<https://www.southwestwriters.com/list-of-registrants/>

If you find your name, look to the right and see if the program you want to be registered for is in fact the program you have registered for. If you intend to be there for the welcoming reception on Thursday evening 12 September, then you should have registered for the full conference since that reception includes heavy hors d’ouvres which constitute a meal. Half-conference registrants are admitted after lunch on Friday 13 September. There should not be any meals only registrations for SWW attendees unless you are bringing a guest who will eat all the meals with you but not attend the conference – this category was designed for the MWSA spouses and guests who are traveling to Albuquerque.

If you or your guests names do not appear anywhere on the list of paid registrants posted above, and you cannot find your registration on the MWSA site, then it means that you are in fact not registered. To rectify that problem, if you are a SWW member, click on the following link and register now. Now, because the food order must be completed by our organizations by 5 September. No food orders will be turned in for anyone who is not a paid registrant.

<https://www.southwestwriters.com/conference-registration/>

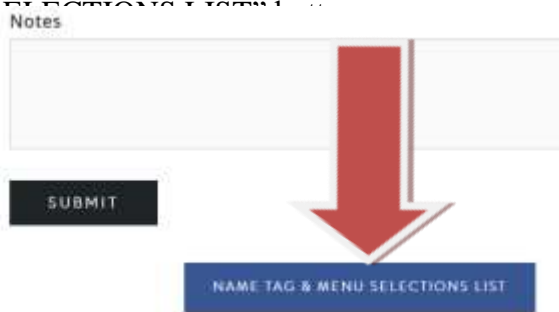
If you have mistakenly registered for the half-conference and need to re-register, call the SWW office and pay the extra with ReVaH and she will get the master list corrected.

## Check Your Meal Selection and Name Tag

Now that you've confirmed the important stuff—and know that you'll be able to join the fun—it's time to make sure you're eating what you want during the awards banquet, and wearing a name tag that tells everyone who you are!

**These procedures are the same for SWW and MWSA attendees.**

- Go to the menu selection and name tag form section of MWSA's conference page:  
<https://www.mwsadispatches.com/events/2019/conference#menu-selection>  
*SWW members, please use the above site to register your name tag preferences and banquet meal selections.*
- **If you have NOT already filled out the form**, please go ahead and do so at this time.
  - Enter your name as you want it to appear on your name tag
  - Enter information about yourself (or your guest) on the second field called "Name Tag Extra Line"
    - Please don't repeat your name here
    - Please limit what you enter to 35 characters (including spaces), so it fits on your name tag
  - Make your meal selection
  - Enter any special instructions or notes
  - Fill out and submit a separate form for each of your guests, if applicable
- **If you have filled out the form**—or you filled it out, but aren't sure what you submitted; or want to check and see if we got it—scroll down a bit and click on the blue "NAME TAG & MENU SELECTIONS LIST" button.



The image shows a screenshot of a web form titled "Menu Selection Form" for the Awards Banquet. The form is for MWSA and SWW members and asks for separate forms for each person and guest. It includes fields for Name (First and Last), Name Tag Extra Line (Optional), Email, and Entree & Dessert selections. The entree options are Herb Crusted Chicken Breast, Kyzer Farm Pork Chop, Seared Atlantic Salmon, Ginger Lime Butter, and Vegetarian option. The dessert options are Salted Caramel Mousse with Candied Pecans and Dark Chocolate Mousse & Strawberries.

**Menu Selection Form**  
For Awards Banquet – MWSA and SWW members  
Please submit separate forms for you and any guest(s)  
This form is NOT for registering/paying for any part of the conference

**Name \***  
Enter your name as you'd like it to appear on your conference nametag.  
If you're bringing a guest, please send us a separate form for each person. Thank you!

First Name Last Name

**Name Tag Extra Line**  
Optional  
Add a short description to go below your name. You could use your MWSA job (if applicable), your military affiliation (eg. USAF Retired), your residence, whatever you'd like.  
Just keep it to 35 characters, so it'll fit on the name tag!  
Unless you want your nametag to say:  
joe Smith  
joe Smith  
Please don't put your name here!

Email \*

**Entree \***  
 Herb Crusted Chicken Breast  
 Kyzer Farm Pork Chop  
 Seared Atlantic Salmon, Ginger Lime Butter  
 Vegetarian option

**Dessert \***  
 Salted Caramel Mousse with Candied Pecans  
 Dark Chocolate Mousse & Strawberries

Or click here: <https://www.mwsadispatches.com/nametags>, which will take you to the list of completed name tags and menu selections.

- Once you're on the name tag and meal selection results page, search for your name(s) and make sure everything looks as you intended.
- The list is updated about every five minutes, but may require a refresh/reload of your browser to display all recent entries.
- That page includes detailed instructions on what information is included online and how to make changes if necessary.

#### What should I put on my name tag?

Please remember that the second line on your name tag should tell everyone a little about yourself (and not repeat your name). Entries over 35 characters will be truncated by the spreadsheet.

[RETURN TO MAIN CONFERENCE PAGE](#)

#	Name/Tag	Dinner Meal
1	Jan Tritter	Kyzer Farm Pork Chop
2	Jasmine Tritter Author of Kate's Grand Adventure	Salted Caramel Mousse with Candied Pecans
3	Sarah Cahcart MWSA Reviewer	Seared Atlantic Salmon, Ginger Lime Butter
4	John Cahcart MWSA Awards Director & Board Member	Dark Chocolate Mousse & Strawberries
5	Robert Pacholik	Seared Atlantic Salmon, Ginger Lime Butter
6	Jonathan Chades	Dark Chocolate Mousse & Strawberries
7	Susan Turner	Kyzer Farm Pork Chop
8	Joyce Phillips	Dark Chocolate Mousse & Strawberries
9	Lt Col Mark Mayerstein Lt Col Mark Mayerstein	Seared Atlantic Salmon, Ginger Lime Butter
10	David Knop US Marine Corps (Ret)	Dark Chocolate Mousse & Strawberries
11	Sue Knop Artist	Herb Crusted Chicken Breast
12	Chris Goff Thriller Writer	Salted Caramel Mousse with Candied Pecans
13	Julie Szpek	Herb Crusted Chicken Breast
	Ted Schneider	Salted Caramel Mousse with Candied Pecans

Still have questions after reading this? Please contact the conference guru at [events@mwsa.co](mailto:events@mwsa.co)—whether you're SWW, MWSA, both, or neither!

*See you in Albuquerque!*