

The Aerospace Corporation Conference Registration (CVENT) Frequently Asked Questions

How do I find my confirmation number if I have lost it?

- If you cannot locate your confirmation number go onto the website and click on the “Register” button. Enter requested information on the first page.
- On the next page it will state: “You are already registered for this event. To view or modify your registration click here.
- The next page will state: “Click here if you would like your confirmation number emailed to you.”
- You will receive an email with the subject line “Your registration confirmation number reminder.”

How do I modify or cancel my registration?

- To modify your registration, click on the “Modify registration” link in the registration confirmation email.
- Enter your confirmation number and proceed to “Modify” your registration.

Use this section to change or modify your general information, attendance, and input additional attendees under your registration or make a payment.

Can I send an alternate/substitute if I have already registered, but cannot attend?

- You may send an alternate if you cannot attend, however, please note that registration may be transferred to 1 person only! Multiple people are not allowed to attend in place of 1 registrant.
- You must contact the conference registrar at 310-336-6805 to make this change

Who do I call if I have additional questions?

- **Conference Chair:** Clemmons, James 310-336-2428 james.h.clemmons@aero.org
- **Logistics Manager:** Pegus, Cyndi 310.336.6805 conf-reg@aero.org
- **Logistics Coordinator:** TeMaat, Lisa 310.336.6804 lisa.a.temaat@aero.org
- **Registrar:** Kilpatrick, Trina 310-336-6805 conf-reg@aero.org