



## **Envision Scholars 2024 Conference Registration Walkthrough**

Howdy! Thank you for your interest in the 2024 Envision Scholars Conference! This document will explain how to register for the conference to secure your spot.

This year, participants must fill out a Google Form application to apply for the conference. From there, each participant's application will be evaluated. If selected for the conference, the participant will receive an email asking them to sign up through the FlyWire Link.

### **Google Form Application**

This Google Form application will contain questions related to the conference and the participant's interest in it. The deadline to fill out this Google Form is **11:59 PM on March 1st**. You must fill this out to be considered for the conference. The link to fill out the application is: <https://forms.gle/75GiSdeGuWLW3X8M8>.

### **Registration Form**

Once you have filled out the Google Form application, our team will evaluate your application. If you are selected for the conference, you will receive an email on March 6th from our team asking you to sign up and pay for the conference on FlyWire.

### **Filling Out The Form**

On the form, you will find a description of the conference, location and time of the conference, the \$20 conference fee, and related questions about the participant. This information will be reiterated through email updates after your registration has been confirmed, so please be sure that you enter an email address that you frequently monitor.

### **Attendee Information**

On the form, you will be prompted to fill out information about the participant and the individual responsible for pick up and drop off for the participant. Please ensure that this information is accurate. Additionally, please enter any dietary restrictions or disability accommodations that our team should be aware of.

### **Behavior Agreement**

As a participant in the EnVision Conference, you will be expected to be respectful towards the Conference staff and other participants. If the participant is under the age of 18, a legal guardian must sign this form. You may choose to print it out to sign or use your device to sign digitally, after which you will need to email the signed PDF document to [register4envision@gmail.com](mailto:register4envision@gmail.com) with the participant's name as the subject line.

### **Talent Release & Media Authorization Agreement**

As a participant in the EnVision Conference, you consent to possibly be photographed or recorded for social media purposes. Please carefully read and sign the following form found in the EnVision website. If the participant is under the age of 18, a legal guardian must sign this form. You may choose to print it out to sign or use your device to sign digitally, after which you will need to email the signed PDF document to [register4envision@gmail.com](mailto:register4envision@gmail.com) with the participant's names as the subject line.

### **Waiver, Indemnification, and Medical Treatment Agreement**

As a participant in the EnVision Conference, you will participate in a variety of activities designed to illustrate the field of engineering. Please read and sign the following form found in the EnVision website. If the participant is under the age of 18, a legal guardian must sign this form. You may choose to print it out to sign or use your device to sign digitally, after which you will need to email the signed PDF document to [register4envision@gmail.com](mailto:register4envision@gmail.com) with the participant's name as the subject line.

### **Confirmation**

Once all of the required fields have been completed, please press "Add to Cart" and proceed to the payment portion. Please note that all transactions are nonrefundable and your spot as a participant will not be held until payment is received. Additionally, please remember to email the three forms to [register4envision@gmail.com](mailto:register4envision@gmail.com) with the participant's name as the subject line. Once the payment portion is completed, you should receive a confirmation email from Flywire. If you would like to register another participant, fill out another Flywire registration form, select 'Add to Cart,' and email the required forms once again.

After being accepted, official registration through Flywire will close at **11:59 PM on March 8th**. If you have any questions, please contact us at [envision@sec.tamu.edu](mailto:envision@sec.tamu.edu), or for registration specific questions, reach us at [register4envision@gmail.com](mailto:register4envision@gmail.com). We look forward to seeing you there!

### **Waitlist**

If you miss the deadline for the conference, please fill out this waitlist Google Form to be placed on a Waitlist for the 2024 Envision Scholars Conference, in addition to the original application: <https://forms.gle/PsmJbzSJd3iiqbcA8>.