



## Isolated Children's Parents' Association of Australia

### 49th Annual Federal Conference

Wednesday, 5 August & Thursday, 6 August 2020

Via Web Conference

Hosted by ICPA Federal Council



# Registration FAQs

### ***How do I register to attend the conference?***

Members and guests have been personally sent their invitations and need to follow the link included in their email invitation in order to register. Members please register using the email address that your conference registration invitation was sent to during the registration process as this is the address that is formally linked to your ICPA membership.

### ***Can I modify any details once I am registered?***

Yes, you can modify your registration details by going back to your invitation email and following the registration link. You will need the email address you registered with and your registration confirmation number to go back into your registration and make any changes, including the email address you would like to use for conference.

### ***Should I register as a delegate, observer or guest?***

When registering, members should select the member options rather than choosing "Guest". If "Guest" is selected, you will not see all the sessions available to members ie. Conference Workshop and AGM.

ICPA members who have already registered as a guest should modify or cancel their registration and reapply as a non-voting observer otherwise they cannot access the Pre-Conference Workshop or the AGM

### ***How many delegates can register from each Branch?***

Each Branch is eligible to register two delegates for each day and any number of observers. Attendance at conference is to be determined as a Branch and this includes determining whether members will attend as delegates or observers.

### ***What if I am a member of a State Council?***

The Branch section of the online registration form is a mandatory field to allow for your membership to be validated. All members must list their Branch name to proceed with registration.

If you are a State Councillor and one of the two delegates voting on behalf of your Council, you need to list your State Council position in the registration process. If you are not representing your State Council as a delegate at the conference you should register as a delegate or observer of your branch and not list your state council position.

***If you have any queries or concerns please do not hesitate to make contact with  
Federal Council [FedConRegistration2020@icpa.com.au](mailto:FedConRegistration2020@icpa.com.au)***