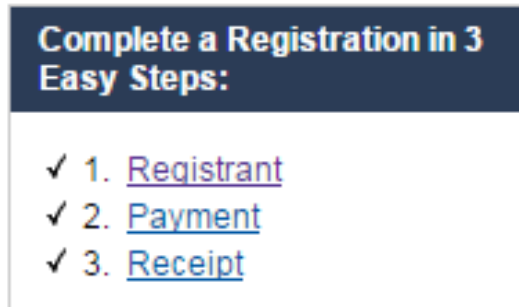
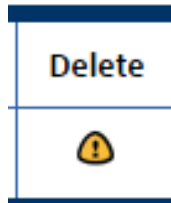


Switching Attendees at a Conference

1. Please navigate to your registration. There is a link to your registration provided in the Registration Confirmation email you received when you registered.
 - a. If you do not have your link, please email a request for the link to admins@confex.com and include your name and registration number.
2. Look at the Registration Control Panel on the left and select the link **"1. Registrant"**



3. Click the **"Delete"** button on the line of the person you wish to remove from the conference.



4. Click the button at the bottom of the list of attendees labeled **"Add New Person"**
5. Fill in the necessary registration details for the new attendee.
6. If the conference price for the new person is different than the price for the original person (depending on the dates the people were registered), please email admins@confex.com, and we will adjust the amount to reflect the lower cost. Be sure to include the registration number and the name of the affected attendee.