



How to Register Online for the International Congress for African Agribusiness & Trade Conference (ICAAT)

www.cpe.rutgers.edu/ICAAT

- COMPLETING YOUR ONLINE REGISTRATION -

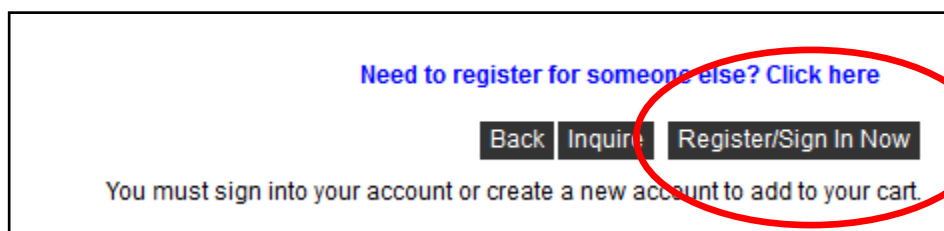
STEP 1: Start the Online Registration Process.

On the website you will see a yellow "REGISTER ONLINE" button.



NOTE: For assistance with your registration, please call us 848-932-9271, option 2 or email us at registration@njaes.rutgers.edu.

Scroll to the bottom of the page. In the lower right hand-corner, click on **REGISTER/SIGN-IN NOW.**"



[Need to register for someone else? Click here](#)

[Back](#) [Inquire](#) [Register/Sign In Now](#)

You must sign into your account or create a new account to add to your cart.

STEP 2a: For Returning Registrants: Log In to Your Account

If you already have an account with Rutgers Continuing Studies, enter your user name and password and click on “**LOGIN.**” If you do not remember your user name and/or password, please call our office at 848-932-9271, Option 2. Our Registration Unit will be happy to assist you with logging into your account.

STEP 2b: For New Registrants: Create a New Account

If you have never registered with Continuing Studies before, click on “**CREATE ACCOUNT**” under New Students. Complete the Registrant Profile. **All fields with an asterisk (*) must be completed.** Please make note of the username and password that you choose. You will need them to register for future courses! Once you have completed the profile information, click “**SUBMIT.**”

STEP 6: Choose Your Package/Fees.

After logging in with your username and password (or submitting your new Registrant Profile), you will be directed back to the online registration page for the **International Congress for African Agribusiness & Trade.** At the bottom of the page, choose the appropriate fee(s) and click on “**ADD TO CART.**”

Back Inquire **Add to Cart**

NOTE: If you are registering as a “Congress Attendee” you will also need to add accommodations, if desired. **If you are registering for a package you will NOT add accommodations.**

Select One: Select only ONE of the following fees. If only one fee is listed, it must be selected.

- \$ 4,400 *Registration Fee - VIP African Dignitary PACKAGE
- \$ 3,500 *Registration Fee - Honorable African Delegate PACKAGE
- \$ 2,300 *Registration Fee - Congress Delegate PACKAGE (U.S. Delegates only)
- \$ 1,200 *Registration Fee - Congress Attendee (U.S. Delegates only; hotel options available below)

Optional: Select as desired from the following optional fee(s)

- \$ 537 Accommodations - Double Room, 3 nights (check in: 7/9, check out: 7/12)
- \$ 477 Accommodations - Single Room, 3 nights (check in: 7/9, check out: 7/12)

STEP 7: Proceed to Check Out.

Review the item(s) in your cart. When you're ready to proceed, click “CHECKOUT.” Please let us know how you heard about the course by making a selection from the drop down menu(s). Once you have completed these required questions, click “NEXT.”



STEP 8: Place Order.

Review your order for a final time, and check the box that you have read the Refund Policy pertaining to the course(s) you have chosen. Then click “PLACE ORDER.” At this point you will be taken to ScholarChip, our secure payment portal, and asked to enter your credit card information.

I have read and accept the terms and conditions of the [Refund Policy](#).

Your order is bound by the current [Refund Policy](#) unless a course specific refund policy is listed.
After clicking the "Place Order" button, do not click the "Place Order" button again and do not click

RUTGERS

New Jersey Agricultural
Experiment Station

Upon completion, you will receive a receipt confirming your payment directly from the ScholarChip site, as well as a registration confirmation email from the Office of Continuing Professional Education.

QUESTIONS?

Rutgers Office of Continuing Professional Education is facilitating logistics for this event. Please feel free to contact us with any registration questions.

Program Coordinator

Bianca Kovalenko

848-932-7316

b.kovalenko@rutgers.edu

We look forward to seeing you in August!!