

# Women on the Water

## Mar 25-27, 2015

### **Registration:**

**1. You must register by March 14, 2015**

2. Please use the attached registration form to register [\[Registration Form\]](#)
3. How to submit the registration:
  - a. Email to [externalaffairs@usmma.edu](mailto:externalaffairs@usmma.edu)
  - b. Fax to 516.773.5582.
  - c. Mail to:

U.S. Merchant Marine Academy  
ATTN: Veronica Barry  
300 Steamboat Rd  
Kings Point, NY 11024

- d. Please ensure you mail in time to be received by March 14. If not, please email or fax.

**4. If you have questions or need assistance, call USMMA External Affairs at (516) 726-5745**

### **Payment:**

#### **Pay by credit/debit card:**

1. Go to the Pay.gov website <http://www.pay.gov>
2. In Search field (upper left) type "Maritime Administration Miscellaneous Payments"
3. Click "Continue to the Form"
4. Click "Continue to the Form"
5. Fill out the Maritime Administration: Miscellaneous Payments Group Form:
  - a. For Field MARAD User Purchase Order Number type "WOW Conference"
  - b. For Comment Field, fill in "Registration Fee for WOW Conference."
  - c. Fill in the remaining personal information fields as appropriate
  - d. Click "Continue"
  - e. Choose your payment method (Bank Account or Debit/Credit Card)
6. Enter your payment information, then click "Review and Submit Payment"

#### **Pay by check**

1. Make check payable to "Maritime Administration."
2. Note WOW Conference in the memo line.
3. Mail to:

U.S. Merchant Marine Academy,  
ATTN: Veronica Barry  
300 Steamboat Rd  
Kings Point, NY 11024.
4. Include a copy of this form with the check.

#### **Pay at the Conference.**

You may pay by cash or check at the conference.

**Your registration must be received no later than March 14.**