

1. **Can I register for both the in-person and remote Marketplace Technical Operations Workshop events?** No, REGTAP accepts registration for either in-person or remote participation.
2. **When will I find out if my registration is approved?** All In-person registration will waitlist and will take 1-2 days for processing and confirmation. REGTAP will email a confirmation notice once CMS approves registration. For remote registration, if a registration meets all requirements, REGTAP confirms immediately and emails a confirmation notice. If a registration does not meet all requirements, REGTAP immediately emails a waitlist notice pending CMS approval.
3. **Are there any registration restrictions concerning the number of participants for each organization that may attend?** Yes, REGTAP will approve all participants from each approved organization for the remote participation and two (2) participants for in-person participation. REGTAP will waitlist all additional registrants from the same organization.
4. **If I am unable to attend, may I submit a substitute?** Yes, please contact the Registrar at 1-800-257-9520 or Registrar@REGTAP.info to identify a substitute. All substitutes for in-person participation must be finalized by the closing of registration, Thursday, September 22, 2016 at 9:00 a.m. ET.
5. **How can I cancel my registration?** To cancel your registration, please visit <https://www.REGTAP.info> and select "My Events" from "My Dashboard." There is an option to cancel on the "My Events" page.
6. **Is there a shuttle or courtesy transportation from any of the area hotels?** Please consult the hotel of your choice regarding transportation options.
7. **What items should I bring to the meeting?** There are no required materials. In-person attendees are welcome to bring a laptop, tablet or other electronic devices for accessing materials online during the meeting; however, the meeting location does not guarantee guest Wi-Fi access, and there are limited areas to charge devices.
8. **What is the dress code for in-person attendees?** Business casual attire is appropriate.
9. **Is parking available for in-person attendees and is there a fee?** Visitors are strongly encouraged to take the Washington, DC Metro subway to the workshop, as driving and parking in downtown DC near the Capital Building where the Humphreys building is located can be difficult. The Humphreys building is a 3-minute walk from the Federal Center SW Metro stop on the Blue, Orange and Silver lines. Metro information including maps and trip planning information can be found on <http://www.wmata.com/>. From the Federal Center SW Metro stop, which is located at the corner of 3rd Street, NW and D Street, NW, take a left on 3rd Street and walk North two blocks. After you cross C Street, NW, the Humphrey's building will be on your right, with a Visitor's Entrance facing 3rd Street, NW.
10. **What are the security procedures?** All visitors must gain access through the Hubert H. Humphrey Building Lobby and must be on a pre-approved attendance list. Visitors must present a valid, government-issued, photo ID (e.g., driver's license, passport, etc.). All visitors will be issued a temporary building pass from the guard.

As of January 10, 2016, CMS cannot accept drivers' licenses issued by the following States/territories as valid forms of identification: **American Samoa, Guam, Illinois, Missouri, New**



Mexico, Northern Marianas and Virgin Islands. Acceptable alternative government issued photo ID includes passports, federal employee, military or veteran ID. To request an exception please contact the Registrar at 800-257-9520 or Registrar@REGTAP.info by August 30, 2016.

11. **Will lunch be provided?** Attendees will have a lunch break and will be on their own for lunch. There is a cafeteria conveniently located within the Hubert H. Humphrey Building where the meeting is held.