

Committee: Registration Committee / Treasurer for Conference

Action Item:		
Action Steps:	Due Date:	Comments & Future Suggestions:
1. Create brochure/registration form	9 months final brochure	A. In order to facilitate accurate name badges, suggest the following statement in the registration section.... Write name and credentials as they will appear on your name badge. Write legibly to ensure accuracy”.
		B. In order to facilitate the ability to match online payment with the appropriate attendee, suggest the following statement under the payment section.... “Name of attendee if different than the name on the credit card”
		C. Consider indicating that online registration and payment is the preferred method, but offer both
		D. Consider a statement in the payment section that says the cancelled check or credit card statement is their receipt or have receipt book on hand.
		E. Since no meal entrée choice can accommodate all diets, suggest the following statement. “please list food allergies or restrictions”
		F. Since no room temperature will please all attendees, suggest a statement about conference attire such as: “Conference attire: dress in layers and bring a sweater or jacket in case the room temperature is not

		comfortable for all”
		G. Do not distribute or post the brochure/registration form in hard copy or online until you have worked with the webmaster and tested the site to make sure that it works and provides a workable tracking document for tracking payment and making name tags
		H. ANY save the date, promotional item or registration form that mentions CE hours has to be approved by CE provider.

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2. Create On-line registration	3- 6 months prior to conference	A. Get registration on Website as early as possible (suggest 3 months minimum)
		B. Have CLEAR early/late reg. dates, remove early bird option when the date has passed
		C. Send a receipt or notification to folks after they register. See 1D
		D. Clarify what folks would like on their nametag (credentials, facility) see 1A
		E. Clarify the attendee’s name, if someone else is registering for them such as employer see 1B
		F. Make it clear which day folks are attending, if 2-day conf. not just by the dollar amount paid
		G. Do not go live online until you have worked with the

		webmaster and tested the site to make sure that it works and provides a workable tracking document for tracking payment and making name tags
		H. ANY save the date, promotional item or registration form that mentions CE hours has to be approved by CE provider.

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3. Add names and change bank account thru the PayPal site.	3-6 months prior to conference or whenever on-line registration has begun	A. Will be able to stay dormant until next conference year with no money in acct
		B. NCR Treasurer will be on the account plus the current conf. treasurer, can add names and change bank account thru the PayPal site.
		C. PayPal is currently set up as a non-profit with WOCN national address and W9
		D. With PayPal, folks can register as a "guest" using their own credit card so they do not need a PayPal account
		E. Check the e-mails from PayPal frequently as the "guest" payments show up here, as well as PayPal communications.
		F. Transfer money from PayPal to bank acct linked to conf.

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4. Disseminate Registration Mail in form	3-4 months prior to conference	A. To keep online and mail forms consistent, disseminate mail order forms only after you have worked with the webmaster and tested the website site to make sure that it provides a workable tracking document for tracking payment and making name tags
5. Reconcile payment and name badge information	At least weekly during the registration period— spreadsheet highly recommended and should be continually updated from on-line and paper reg.	A. Clearly state early and late fee deadlines (can we hold folks accountable if they mail in the lesser fee at late date?)
		B. Clarify what attendee would like on their nametag (credentials, facility, correct spelling if handwriting unclear)
		C. Have receipt book at conference OR Send a receipt, by e-mail or mail to attendee (if 1D is not acceptable)
6. Create Name Tags and onsite sign in forms/materials	Ongoing	A. Collaborate with committee to reserve registration tables and to assign volunteers for each table (suggest 3-4 tables with 1-2 volunteers at each table)
		B. See 1A . Cut and paste from original online document as much as possible to avoid typos on name tags

	1 day prior to conference	C. Create sign in sheets and corresponding alphabet signs to affix for each registration table. Collaborate with CE chair to make sure sign in sheets are include anything needed for CEs.
		D. Have extra name tags for last minute attendees and corrections. Consider having onsite printer to print name tags.
		E. Collaborate with committee to ensure all registration/conference materials are put together and ready for distribution
7. Oversee registration/sign in of participants	Morning of conference (be ready <u>at least</u> 1/2 hour before check in time for registration is open)	F. Keep all conference materials (i.e. notebook& conference bag) out of the attendees reach to avoid attendees that do not sign in.
		G. Keep track of sign in sheets. ensure completion, then make copies and give the originals to the CE coordinator to give to CE provider.