



# Group Registrations

Group registration allows you to register more than one person at a time with a single transaction. Register a group of four or more and each person will receive a \$100 off their registration fee. Group registration discounts only apply to main conference registrations and must be submitted at the same time.

## Instructions for registering a group:

1. Make sure you have all the information below for each registrant.
2. Click the “Register Now” button.
3. If you are attending, enter your information in the registration form fields. If you are not planning to attend, enter the name of the first registrant in the fields and select the check box that says “I am registering on behalf of this person” and click next.
4. Enter the required contact fields and registration questions then click next. If the addresses are the same for all attendees, a checkbox will appear under the address header so you only have to enter it once!
5. Select either main conference or the pre-conference only. If attending both, select main conference registration and you will be able add the pre-conference on the next step.
6. Select a pre-conference session if attending and click next. If not attending, simply click next.
7. If registering a guest/spouse, click the add guest/spouse button and enter their first and last name as well as any dietary restrictions. If not, click next.
8. Review the summary page and click “Add Person” to start a new registration for additional staff members.
9. Once you have registered everyone in your group, click “Finished Adding People.” On the final page, you can review all charges, see any discounts automatically applied (four or more) and submit payment information.

## In order to register a group, you will need to know the following information for each registrant:

- Full Name
- Email Address
- Title/Role in Organization
- Degree
- Professional Designation
- Phone Number
- Cell Phone Number
- If they are a licensed Physician:
  - State Medical License Number
  - NPI Number- Look up NPI numbers online at: <http://www.npinumberlookup.org/>
  - Practice Area
- T-shirt size
- Dietary Restrictions
- Emergency Contact