



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. Indicate the quantity of registrations you wish to purchase from the drop-down and click next. Selecting Main Conference Registration will allow the option to purchase pre-conference training further in the form.
4. Enter the required contact fields and registration questions then click next. Some data will carry over between registrants, so you will only have to input unique data for each attendee.
5. If registering a guest/spouse registration, fill in the quantity field and enter the name and email of your guest(s) as well as any dietary restrictions. If not, click next.
6. Once you have registered everyone in your group, you will land on the purchase summary page. Here, 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