

Our Registration Package

Our registration package includes five ways for participants to register:

1. Internet (online)
2. Mail
3. Fax
4. Phone
5. At our office and on-site

Registration Services

Some of the services include:

- Providing assistance with materials design
- Providing regular registration reports
- Processing registrations
- Printing standard name badges (with holders) and tent cards
- Responding to telephone and electronic questions
- Providing and mailing registration receipt and one sheet of customized information
- Collecting and processing special needs requests
- Providing up to 5 copies of the final list of participants
- Providing class rolls (when needed)
- Set up and staffing on-site registration
- Processing and invoicing purchase orders
- Processing cancellations, substitutions, and refunds
- Managing accounts receivables and returned checks
- Marketing support

Our rates for registration services:

1. Web Registration Link — \$50
2. Registration Processing Fees:
 - \$5 per person
 - Participant, Spouse and Guest badges — \$3 each
 - Confirmation package (email confirmation – no charge; mail confirmation -- \$3 each)
 - Cancellations — \$20 per cancellation processed
 - Copying — \$.13 per page
 - Credit card processing fees — 5% of fees processed
3. Marketing Support – Charges varies here depending on your marketing request. You are direct billed for marketing products. Marketing services charged based on hourly staff time.
4. CEU Management
 - Certificates with Frames -- \$10- \$25
 - Transcripts -- \$10

5. Direct Cost Items – Often times there are special requests resulting from the uniqueness of your event. Charges resulting from those requests are not marked up. There may be associated credit card charges. Our goal is to keep your costs as low as possible.