**Registration Procedure for Activity Coordinators and Event Planners**

**PRE-CONFERENCE**

* Registration closes online (no later than 5 business days prior to activity)

	+ Activity Coordinator’s/Event Planner’s contact information will be listed on CLPD web site for late registration, walk-in or waitlist purposes.
	+ CLPD will refer/transfer to Activity Coordinator/Event Planner any phone calls related to registration for an activity after online registration closes.
	+ Activity Coordinator/Event Planner maintains wait list, if applicable.
* CLPD sends Activity Coordinator/Event Planner the following documents:
* Pre-conference participant data Excel document that Activity Coordinators/Event Planners can use to create a participant list, nametags and packet labels if desired. *Please note: Activity Coordinator/Event Planner will need to order appropriate supplies. Follow instructions provided with supplies purchased on how to print merge and template. (*
	+ Faculty/Planning Committee are no longer preregistered by CLPD. If they want to claim credit, a paper registration form and a credit claim form must be completed and submitted with all other documents after the conference.
	+ Please note on their form whether they are Faculty or Planning Committee. *Please note: Faculty* ***cannot*** *claim credit for their lecture time.*
* Registration check-in document
* Conference journal that includes payment status of pre-registrants
* PDF registration form for late registrations, walk-ins and substitutions

**CONFERENCE DAY**

* Check in all attendees on the registration check-in document.
* Request all late registrations, walk-ins and substitutions complete the PDF registration form and collect monies due. Checks made payable to **MHMH – CME/CNE**. CLPD does not recommend collecting cash payments.
* For walk-in participants paying by credit card, **please make sure all information is collected (i.e. CC #, CVC, and Exp. Date)**. If this information is not collected in full, the registrar will need to contact the participant for further information. This will also result in a delay for the participant to fill out the evaluation and claim their credit, as note at the bottom of this page.
* Registration check in document including substitutions, no-shows and cancellations should be returned to Melinda Rhodes (Melinda.a.rhodes@hitchcock.org) and Marcus Jenkyn (Marcus.l.jenkyn@hitchcock.org) the day of the activity.\*

**\*This is to ensure that the correct participants receive the Evaluation/Personal Learning Plan and information on how to claim their credit for attending the activity.**

**POST-CONFERENCE**

* Return to CLPD as soon as possible:
* Registration check-in document, if not returned the day of. **(This is VERY important)**.
* Registration forms along with monies collected for late registrations and walk-ins. If anyone remains unpaid after the conference, CLPD will send one unpaid invoice to attendee. If any additional follow up is necessary, the Activity Coordinator/Event Planner is responsible for this.
***Please note: Participants will not be able to complete Evaluation Form and receive credit until payment is received in CLPD Office.***