

Registration Procedure for Activity Coordinators and Event Planners

PRE-CONFERENCE

- Registration closes online 7 days prior for on-site events and 2 days prior for virtual events.
 - The Activity Coordinator's/Event Planner's contact information will be listed on the Center for Learning and Professional Development (CLPD) website for late registration, walk-ins, or waitlist purposes.
 - CLPD will refer/transfer to the Activity Coordinator/Event Planner any phone calls or emails related to registration for an activity after online registration closes.
 - Activity Coordinator/Event Planner will maintain the Late Registration Checklist and is responsible for all the forms until the completion of the educational offering.
 - Activity Coordinator/Event Planner will maintain a waitlist, if applicable.
- CLPD sends the 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,
 - name tags,
 - and/or packet labels if desired.
 - *Please note: Activity Coordinator/Event Planner will need to order appropriate supplies.*
 - *Follow the instructions provided with supplies purchased on how to print merge and template.*
 - The Faculty/Planning Committee Members are no longer preregistered by CLPD. If they want to claim credit, a paper registration form and the Credit Claim Form process must be completed and submitted with all other documents after the conference.
 - Please add a notation on their form whether they are Faculty or Planning Committee.
 - *Please note: faculty **cannot** claim credit for their lecture time.*
 - **Registration check-in document.**
 - **PDF registration form** for late registrations, walk-ins, and substitutions.
 - *Please note: All late registration forms shall be kept by the Activity Coordinator/Event Planner until after the Conference has ended, please do not send before.*
 - The **Pre-Conference email** that includes but is not limited to; the conference virtual link, course hand-outs, credit/contact hours, and parking information will need to be sent to all late registrants (anyone who registers after online registration closes) by the Activity Coordinator/Event Planner. Please contact Marcus Jenkyn at Marcus.I.jenkyn@hitcock.org if you did not receive the pre-conference email.

CONFERENCE DAY

- Check in all attendees on the **registration check-in document**.
- Request all late registrations, walk-ins, and substitutions to complete the **PDF registration form** and collect monies due. Checks made payable to **MHMH – CME/CNE**. CLPD does not recommend collecting cash payments.
 - If a virtual program, payment by credit card is preferred.
- For late registrants paying by credit card, **please double-check and make sure all information is collected (i.e. CC #, CVC address, and Exp. Date)**. If this information is not collected in full, the registrar will need to contact the participant for further information. This will result in a delay for the participant to fill out the evaluation and claim their credit, as noted at the bottom of this page.
- Return the **registration check-in document** including substitutions, no-shows, and cancellations to Melinda Potter (Melinda.A.Potter@hitchcock.org) on 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 on the day of the conference, please return them ASAP. (This is VERY important).
 - Registration Walk-in/Late Forms along with monies collected. If anyone remains unpaid after the conference, CLPD will send one unpaid invoice to the 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 the Evaluation Form and receive credit until payment is received in the CLPD Office.