

# BIOP Conference Group Registration Rates and Instructions

#### **Discount Details**

Group Count	Rate Discount
8 - 10:	15% off each registration
11 - 15:	20% off each registration
16 - 20	25% off each registration
21+	30% off each registration

### **Group Registration Instructions:**

- 1. Designate a group point of contact this person will be responsible for ensuring all members of the group register
- 2. Submit a list of names and email addresses of the full group to founders@blacksinio.org
- 3. Determine if payment will be made together for the entire group (via invoice) or if each attendee will pay individually.
- 4. Have each attendee fill out the registration form **completely**, up to the point of the final payment page (screenshot below), where they can then **abandon the payment page by closing the window**.
- 5. Once the registration form is filled out by each group attendee, please contact <u>founders@blacksinio.org</u> to confirm.
- 6. Payment: We can do one of the following options based on your group's payment preference:
  - a. Send an invoice and accept payment from a group point of contact
  - b. Update the individual invoices for the registrants to reflect the discount. Group members will have 15 days to submit payment.

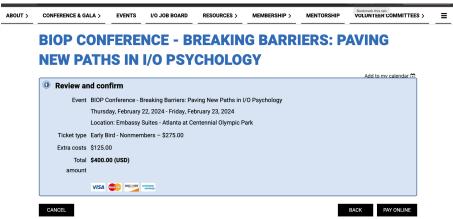
For questions about this please contact founders@blacksinio.org



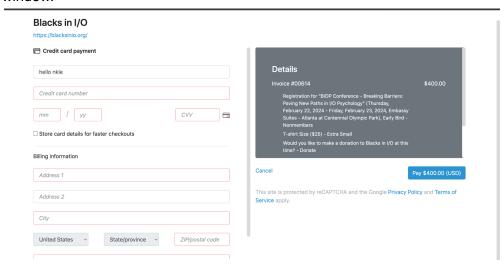
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#### Registration Screenshots:

 After filling out your information on the registration screen, click next. This page should come up. Click "PAY ONLINE". This ensures we have record of your registration and triggers our system to generate an invoice for you



2. Once the payment screen below loads, simply abandon the payment page by closing the window.





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#### FAQS:

Does my group have to pay together?

- No, groups can submit payment individually

What rate will we get the discount on?

- You will get the discount on the current rate for your membership level at the time of registering. For example, if you are a student member of the organization and you register while early bird rates are available, your discount will apply to the early bird student member rate of \$100.

How do we redeem the discounted rate?

- After submitting your registration, the group will receive a combined invoice OR we will edit the individual invoices to reflect the discounted price.

Who should be the group Point of Contact?

- Anyone who is responsible and able to ensure each group member goes through the registration process in entirety.

Does the discount apply to t-shirts?

- No, the discount is for registration rates, only.

Will my group be recognized during the conference?

- While we appreciate your group's support, if you would like to ensure your group is recognized during the conference or gala, please consider a <u>sponsorship package</u>.