Registration Collection Setup Request Guidelines

IADR Regions, Divisions, and Sections now have the option to utilize the IADR online registration platform to streamline their registration process for meetings.

As it relates to this document and procedure, the "Organizer" is defined as the Region/Division/Section appointed point of contact with the IADR GHQ.

The Organizer must complete the corresponding IADR Registration Questionnaire to initiate the setup of the registration site. Configuration will be completed within parameters outlined in the IADR registration template. The completed form must be received no later than ten weeks prior to the registration start date. Timelines provided in the questionnaire must take into consideration the required ten-week configuration time. IADR GHQ registration staff will manage the registration site.

Requirements:
- Registration Questionnaire form must be completed and emailed to registration@iadr.org no later than 10 weeks before the registration start date.
- Provide registration rates for different member categories. Rates MUST include a reduced rate for IADR members.
- Provide cancellation and refund policies.
- Provide alternate contact for all meeting support questions.
- Organizers must agree to the Data Governance Policy.
- Attendees are required to agree to the Professional Conduct at Meetings Policy.
- If complimentary registration is required for some participants, the full name, university/company, and email address must be provided to GHQ for processing.

Fees:
- Administrative Fee – an 8% fee will be retained by IADR from the total revenue.
- Additional Configuration Fee - $150 USD per additional hour will be charged for any additional configuration not covered in the basic setup.

Services provided:
- Create the registration site in the IADR online registration platform.
- Provide early access, no later than 6 weeks prior to the registration start date, to the Organizer to review and test the online registration site.
- Collect payments online.
- Receipt emailed to registrants.
- Weekly distribution of registration reports, and finance reports at the conclusion of the meeting to the Organizer.
- Final data export after meeting and process remaining refunds.

Services **not** provided:
- Abstract control ID matching.
- Letter of invitation.
- Confirmation emails sent to registrants.
- Support regarding event information or registration.
- Onsite staffing, badge printing, badge materials/shipping.
- Creation of custom data exports or reporting outside of pre-determined IADR reporting templates.

Organizer is responsible for:
- Must be the main contact for attendees for questions regarding registration and meeting information.

- Must be able to respond to IADR GHQ inquiries within 48 hours.
- Notifying IADR GHQ of changes to the meeting that may affect the registration process as soon as possible.
- Must include the IADR Professional Conduct at Meetings Policy (https://www.iadr.org/events/event-policies/professional-conduct-meetings-policy) on the meeting website/page and any communication to attendees for registration.
- Provide registration confirmation email, Know Before You Go, day of meeting information to attendees, if applicable.
- Manage onsite badge printing for attendees, exhibitor personnel.
- Provide a list of prepaid attendees, if applicable.

Additional Service:

If the organizer requires additional collection for tickets or workshops during the meeting this may be configured at a fee of $150 USD/additional hour and will be charged to the Region/Division/Section. Estimate will be provided prior the start of any service.

IADR Registration Questionnaire

Instructions:
1. Please complete and return this form at registration@iadr.org.
2. Form must be received no less than 10 weeks prior to the registration start date.

ORGANIZER INFORMATION	
Division, Region, or Section Name:	
Organizer Name:	
Email Address:	
Phone Number (include country/city codes):	
Agree to the Data Governance Policy (Yes/No)	
Alternate Contact Person Name and Email Address:	
MEETING INFORMATION	
Meeting Name:	
Meeting Dates:	
Meeting Location:	
Meeting Website:	
Expected Attendance:	
REGISTRATION INFORMATION	
Pre-Registration rates (must be in US Dollar)	Member:
	Non-member:
	Student Member:
	Student Non-Member:
Onsite rates (If applicable)	Member:
	Non-member:
	Student Member:
	Student Non-Member:
Registration Dates:	Open:
	Close:
	Pre-registration rate deadline:
Cancellation Policy:	

Refund Policy:	
Other information that needs to be collected (i.e., affiliation, emergency contact)	

Additional Comments:

By submitting this form, the Organizer
- Agrees to the policies and fees associated with utilizing the IADR online registration form.
- Understands the 8% administration fee and a $150 USD/hour fee for any additional configuration fee not covered by the basic setup fee.
- Agrees to the IADR Data Governance Policy (https://www.iadr.org/membership/communities/data-governance-policy) in handling the registrant data.
- Agrees to implement the IADR Professional Conduct at Meetings Policy (https://www.iadr.org/events/event-policies/professional-conduct-meetings-policy) during the event promotion and during the event (in-person or virtual), and report to IADR of any violation to this policy.

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Organizer Name:

Date: