



Attorney General's Public Law Conference

2017
October 24-25

Group Registration Instructions for State Agencies

Group registration for the 2017 Attorney General's Public Law conference is available for groups of all sizes.

If you are seeking a group discount: Agencies registering 15 or more *employees* for the **Full Conference (2 days)** registration qualify for a 5% group registration discount. This discount is only for the employees Full (2 day) conference registrations

Groups are defined as:

- 1) All registrants in the group are from the same state Agency.
- 2) All registrants in the group are registered for the **Full Conference (2 days)**.
- 3) Groups have **ONE Primary Attendee**: All group activity happens under the "primary" account.
 - a) If you are NOT attending the event, and are in charge of registering and/or managing the payments for a group, you will create a password for the Primary Attendee (the first person you are registering). If you need to make any payments for, or changes to, the group you will need to go back into the registration system as that Primary Registrant.
THIS IS HOW YOU WILL MANAGE THE GROUP.
- 4) Once group members are registered they will receive an email to verify their email address. They will also get a second email from which they can manage their Profile and make workshop selections.
 - a) A group member cannot change their registration type if it affects the cost.
 - i) Only the Primary Attendee **can** make changes to any of the group attendees' registration type (Day 1, Day 2, Full Conference, and Conference Proceedings).
- 5) Groups are tied together through the Primary Attendee, who also manages the form of payment.
 - a) Payments can be made by the Primary Attendee as new registrants are added.
 - b) More than one credit card can be used for payment
 - i) Manage credit card transactions through the Primary Attendee account.
 - ii) The most recently used credit card on the account will be the card that is **charged**.
- 6) The Primary Attendee:
 - a) **CAN** change the form of payment.
 - b) **CAN** change "ownership" of the account to a new Primary Attendee.
 - c) **CANNOT** cancel any registration. The Primary can, however request a cancellation by contacting us at lawconference@doj.state.or.us.
 - d) **CANNOT** move someone who has registered for the Conference, but is not part of the group, into a group. If one of your agency employees has already registered for the conference and would later like to be added to your group, you will need to contact us to make that change.
 - e) Adjustments that result in funds owed to the registrant are not automatically processed and will need to be completed by the Conference Team at lawconference@doj.state.or.us.

Group Discount:

When a group has 15 members who are registered for the **Full 2-Day Conference**, a 5% discount is automatically applied to the group registration fee.

- Discounts **are not available** for the Conference Proceedings (written materials.)
- Should a group that has received a group discount decrease to 14 or less, the system will remove the discount and add a balance due to the account for which you will be billed, or charged back if a credit card was used.

As the Primary Attendee who is registering your group, you will need:

1. The individual email addresses for all attendees before you start the registration process.
2. To register the first member of your group.
 - a) The first person that registers in the group will be assigned the Primary Attendee role.
 - b) The Primary Attendee becomes the Primary Account Manager and is responsible for:
 - i. Managing payments; and
 - ii. All transactions associated with this registration will be shown in the Primary Attendee's record.
3. To add the next person in the group. At the bottom of the "Profile & Agenda" tab you will be asked if you want to add another person.
 - a) Add the next person.
 - b) Continue this process until your entire group is registered.
4. **To purchase the Written Conference Proceedings (optional). The Merchandise page will only display once for the entire group.**
 - a) Any merchandise items that are purchased will be assigned to the Primary Attendee.
 - b) For this reason, Merchandise Items will not appear on labels and badges for Secondary Attendees.
5. **You may add to your group after your initial registration:**
 - a) Use the primary's account to add more attendees. You will need to enter the primary's password.
6. Members in a group will also be able to manage their sessions by following the instructions that they will receive in their confirmation message. (They must have a valid individual email address entered at registration.)
7. Once you reach a group registration of 15 or more attendees with **Full Conference (2 days)** registrations, your 5% discount will automatically be applied.
8. If you drop below 15 attendees with **Full Conference (2 days)** registrations, the system will remove the discount and add a balance due to the account for which you will be billed or charged to the credit card was used.

The same cancellation policy applies to groups and individuals within group registrations. Individuals in the group can cancel, however we encourage group attendees to avoid this situation and fees by *substituting* another employee rather than doing a *cancellation*.

To cancel a member of the group:

- Contact us at 503-947-4540 or lawconference@doj.state.or.us.