



Online Registration Setup

Advanced Learning Conference | May 23 - 25, 2018

This questionnaire will allow Conference Services to create your personalized online registration page exactly the way that you would like it. Please let your Conference Coordinator know if you would like to add anything, or if you have any questions at all!

Header/Intro

Is there a title image that you would like at the top of the registration page? Please send to Conference Services, and fill out the blank below of what the image name is:

What would you like your intro paragraph to be?

Attendee Details: Please check off any of the following that you would like to be collected

Name

Gender

Address

City

State/ Province

Postal Code

Telephone Number

Email Address

Program/Discipline

Emergency Contact Name & Number

Disclaimer Agreement: We intent to provide a list of participants and their College email address. Please indicate only if you do not wish to have that information included on the list.

Special Dietary Requirements: Please check off the requirements you would like to show.

Celiac

Vegan

Vegetarian

Other (a blank space will be left for the attendee to fill out)

Are there any other questions you would like to be included in the attendee details section?

Concurrent Session Registration:

Please fill out the following for concurrent session information:

<i>..... Concurrent Session</i>	<i>Facilitator</i>	<i>Date & Time</i>
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Meal Registration

Please list all meals and their dates/times that you would like attendees to register for:

<i>Meal</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
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Would you like to know if attendees require transportation to any off-site events/meals? If so, please indicate which meals below:

Confirmation Email

Are there any event details that you would like included in the confirmation email that is sent out to all registrants? If so, please type them in the box below:

What email address should be used for registrant's to ask any questions regarding the event?