

Georgia Tech Conference Services
871 McMillan Street, Atlanta, GA 30332 | 404-894-2469



**Georgia
Tech** Conference
Services
REGISTRATION PACKAGES

www.conference.gatech.edu

The Office of Conference Services has registration packages to meet the needs of an assortment of events. Whether your event is for 10 people or 10,000, our qualified registration staff is here to help make your event a success. Packages vary, but each will consist of these fundamental services:

Registration Management & Support



Create and maintain a customized registration website



Accept credit card payments* through a secure PCI compliant format



Send emails to attendees to confirm status (i.e. registered, pending, cancelled, payment due)



Provide up-to-date reports to clients that include attendee information, event counts, as well as any customized information



Financial reporting and reconciliation



Registration support and assistance provided via email and phone, Mon – Fri 8:00am – 5:00pm EST (Emails are checked after 5pm and urgent messages will be responded to ASAP)

** There is a 2% - 3% processing fee for all credit card transactions. This fee is over and above the package rate.*

*** If registrant cancels and re-registers, this does count as two separate registrants.*

For more information or to schedule an appointment email us at registration@conference.gatech.edu or call 404-894-2469.

Registration Packages

✓ Standard registration (\$15/person)

Includes all of the above services. In addition, this package includes badge printing and package fulfillment for easy onsite registration pick-up. This package is meant for groups that require additional registration assistance but will not require onsite registration assistance.

✓ Advanced registration (\$25/person)

Includes all of the above services. In addition, this package includes badge printing and package fulfillment, onsite assistance*, and onsite registration processing and fulfillment.

** If travel is required to provide onsite assistance, there will be additional fees assessed as necessary.*

! The following services are available at additional cost

Registration supplies (name badges, lanyards, mailing labels, etc.)

QR Code scanning for event and exhibitor tracking

Guidebook application for mobile conference information

Travel to location for onsite services (cost will vary based upon travel requirements)