

SCHA Southern College Health Association

education • training • collaboration

"Once the contract was secured, Conference Services was instrumental in the planning and management of our conference. We were provided with a customized online registration system, tailored to meet our specific needs... Conference Services' expertise and professionalism resulted in a highly successful and well-organized meeting that received glowing praise from our attendees. To anyone looking to plan a conference that leaves a lasting impression, I would highly recommend working with Conference Services."



"The School of Building Construction hosted a 3 day academic conference in May 2014. It was a complicated conference, with multiple events, academic presentations, registration services, dorm rental, hotels, and many international guests. There were many moving parts and our department relied heavily on Mari and her team for smooth running of the event.. I would recommend GT Conference Services to any organization or department looking to host an event. They treat your guests like their own, deliver great customer service, problem solve when you throw curves at them, and help you pull off an exceptional event."

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 50 people or 5,000, 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



- Accept payment by check or Georgia Tech departmental transfers



- 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

✓ Basic registration (\$7/person)

Includes all of the above services. This package is meant for small groups that only wish to register individuals online and process payments (if necessary). No additional services provided.

✓ Principle registration (\$12/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.

** 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)
- » On-campus parking permits