Registration Services

Need help registering participants for your event? Let us help you improve efficiency and increase attendance by allowing us to create a registration website, with your own unique address, that will automate how your participants sign-up, select sessions, pay for your event and more.

Standard Services

Maps, directions, and conference instructions can be included as part of the registration process. You can also receive an online registration button you can use on your organization’s website to link participants directly to the registration pages. Each registrant receives a confirmation email with the status of their registration and key event details.

General and customized registration reports allow you to maintain frequent connection with the status of your event registrations, without the time consuming data entry work of paper forms.

Small Group -  
(Less than 120 participants expected)

Initial set-up fee: $150    Per registration fee: $6

Large Group -  
(More than 120 participants expected)

Initial set-up fee: $250    Per registration fee: $5.50

All packages include collection of the following information:

• Participant name & contact information
• One registration type
• Two-day conference schedule
• Two-day participant session selection
• Two-day meal choices
• Conference Housing accommodation selection
• Parking options
Add-on Services
Customize your registration services package with any of the following options:

**Email Invitations to Your Potential Participants**
We'll help you advertise your registration website with professionally formatted emails to your potential participants.

- $25 per distribution

**Online Payment, Transfer of Funds & Revenue Reports**
Easily complete registration by accepting credit card payments online. Receipts are emailed to registrants.

- $150 + 5% per transaction

**Waitlisting**
When your conference meets your maximum number of participants, keep track of those still wanting to register.

- $25 flat fee

**Merchandise Sales**
Pre-sale conference merchandise such as books, materials, t-shirts, hats, etc.

- $100 + online payment if needed

**Conference Name Tags**
From your registration reports, we can prepare participant name tags and have them ready when you arrive.

- $0.25 - $1.25 each

**Post-Event Surveys**
What did your participants think of your conference? Let them tell you with an online survey.

- $25 flat fee + $1.25 per response

**Additional Registration Types**
Categorize your participants such as attendee, sponsor, vendor, etc. with different registration costs and details.

- $75 additional registration type

**Additional Agenda Days**
Include session and meal selections for more than the two days included with basic package.

- $25 per day per type of registration

**Registrant Invoicing**
If registrants are not able to pay by credit card online, let us send the invoice and process the payments.

- $5 per invoice

**Registration Staffing**
Check in your participants quickly and efficiently the day of your event (minimum two staff members).

- $20 per staff per hour

**Certificates**
Give your participants proof that they attended and completed your conference before going home.

- $0.50 - $1.50 each

If you don’t see a registration service that your conference needs, let us know and we’ll customize a quote.

Call 702.895.4449 for additional pricing and a customized proposal for your registration services.