



## GROUP REGISTRATION GUIDELINES 2024

The Neufeld Institute offers the option of consolidating conference registration fees for multiple individuals from employee, agency or other groups on ONE invoice, resulting in ONE total payment instead of individual payments.

**A minimum of 5 individuals is required in order to be considered a group.**

### Group Member Registration Fees:

#### **5-9 Group Members**

Early-bird Rate: \$120 CAD per person (valid until 5:00 pm PDT on April 5, 2024)

Regular Rate: \$135 CAD per person

#### **10+ Group Members receive a 10% discount**

Early-bird Rate: \$108 CAD per person (valid until 5:00 pm PDT on April 5, 2024)

Regular Rate: \$121.50 per person

The discount will be applied automatically to the total invoice amount if 10 or more group members register by April 11, 2024.

### Registration Instructions:

1. One group coordinator is required per group and will serve as the sole communicator between our office and your group members.
2. Group coordinators are required to provide a Group Name and a list of group members to our registrar, and to provide registration instructions to their group.
  - a) Email our registrar a Group Name and an Excel sheet list of group members. The Excel list must include the *first name, last name* and a *unique email address* of each group member (eg one person cannot register multiple people using the same email address for all).
  - b) Our office will confirm your group registration via email, after which group coordinators may direct their members to the [Registration & Fees page](#) on our conference website to register using the grey button titled 'Group Members- register here'.
  - c) A Group Members registration form must be submitted for each group member. The Group Name must be entered where indicated on the registration form. **All group member registrations must be completed by April 11, 2024.** Each group member will receive their own registration confirmation email.

### Payment Instructions:

1. Payment is not required by group members at the time of registration. A consolidated invoice will be emailed to the group coordinator after all members have registered.
2. **Group coordinators must arrange for payment of the invoice no later than April 12, 2024.** Accepted payment methods include Visa, MasterCard, or PayPal. Payment by cheque is an exception that must be requested in advance as an earlier registration deadline and payment date will apply.



### **Important Note Re Email Servers:**

It is our experience that some email servers, or private email settings, block or redirect our conference-related emails to Junk/Spam folders. We highly recommend that all group members add "no-reply at neufeldinstitute.com" and "office at neufeldinstitute.com" to a safe sender/contact list (replace "at" with @) so that important conference emails are not missed.

### **Additions/Cancellations/Refunds:**

1. New members may be added to the original list until April 11<sup>th</sup>, but the information must be communicated to our registrar before new members submit the Group Members registration form.
2. Cancellation of group member registrations is not available, but substitutions will be considered by request to our registrar.
3. Sorry, but we will not issue refunds for those who register and pay using the 'Register an Individual' form and then later decide to join a group registration.

### **Questions?**

**Email our registrar at [office@neufeldinstitute.com](mailto:office@neufeldinstitute.com) (preferred) or call 604-263-4278 (Canada).**