

Group Registration

***You must purchase a minimum of 5 Full Conference registrations to be eligible for the group rate.**

***You do not have to know the name of each individual who is part of your group before purchasing a group registration.**

Steps & Instructions:

Step 1. Company Name

- Enter the company name for your group.

Step 2. Group Contact

- Enter a group contact person. This person will be responsible for completing payment and filling out the registration form.

Step 3. Registration Options

- Select the registration options you would like to purchase.
- You must purchase a minimum of 5 full conference registrations to be eligible for the group rate.

Step 4. Payment

- Complete payment for the options you selected. You may pay my credit card or by check.
- Check payments should be made payable to ANCC Conference Services and sent to:

ANCC Conference Services
P.O. Box 207
Lincoln, RI 02865-0207

Step 5. Add/Edit People

- Enter the first name, last name, and email address of the individuals who are part of your group next to the registration option they should be assigned to.
- **You do not have to enter everyone at once, you may save and exit at any time. Please return once you know everyone that will be attending to complete your registration.**
- Each person you enter will receive an email with a link to fill out the required attendee information and select their concurrent sessions.

Step 6. Confirmation

- Review your order and receive a confirmation email.