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## CONFERENCE REGISTRATION SERVICES

The Philosophy Documentation Center has been providing conference registration services since 2001. We have managed registrations for conferences held in the U.S., Canada, United Kingdom, Finland, and Uganda, with total numbers of registered participants ranging from 30 to 800 persons. Organizations for which we have provided these services include:

- American Catholic Philosophical Association
- Ancient Philosophy Society
- International Association for Business and Society
- International Development Ethics Association
- Semiotic Society of America
- Society for Business Ethics
- Society for Phenomenology and Existential Philosophy

### Advantages

- Reduction of organizational workload

By sub-contracting some organizational tasks for each meeting you can make it easier for the meetings to grow, both in terms of numbers of participants and exhibitors.

- Continuity of service

Registration contact information and procedures for members and exhibitors can remain the same every year, simplifying the pre-registration process and also making it easier for the meetings to grow.

- Convenience

We can accept credit card payments for pre-registration, on-site registration, and book sales. Your members can use our web-site or 800 number pre-registration (PDC pays all phone charges).

- Professionalism

We can provide printed conference name tags, banquet tickets, and receipts for all who pre-register; trained onsite registration; and supervision of the book exhibit.

### Costs

We charge a set fee per registrant based on the complexity of the registration (see below), plus 3.75% per transaction to cover credit card processing costs. There is a **minimum charge of \$350 per event**, which protects us in case only a handful of people register for the conference. If you need someone from our staff at the conference to manage onsite registration and/or a book exhibit, the cost is \$25/hour for work & travel time plus the actual cost of travel (plane, hotel, food). We only charge actual costs for name badge and ticket supplies, and any postage or photocopies for announcements. All of these costs can be defined in advance, with some leeway for last minute registrations. We can provide a cost quote prior to contracting for the event. Services we can provide include:

#### ANNOUNCEMENTS TO MEMBERS:

- If we manage the membership database and you wish to send a conference announcement to the membership of your organization, we will provide the mailing list or labels at no charge. Our web address and 800 number can be used on registration materials.
- We can provide the labor and materials to send the announcements for an additional charge or in some cases, we can work with you to send conference announcements by email

#### ONLINE REGISTRATION

- we will create an online conference registration page with options for registration, meals, and membership renewal
- web site provides secure processing of credit cards (Visa, MasterCard, American Express, and Discover) and an email receipt for online registrations
- web page includes link to your organization's membership page on our site so members can check the current status of their membership.
- we can also a link to your organization's web page so registrants can find more information about the conference, as well as a link to the conference hotel.
- Note: ALL hotel reservations must be made through the hotel, not through PDC.

#### PAYMENTS / NAME TAGS / TICKETS / RECEIPTS

- we process pre-registration payments made by cash, check in US funds, or credit card.
- we can produce printed conference name tags in your choice of clip-on, hanging, or pin style
- we can produce printed tickets for banquets or other optional activities
- we provide email receipts for registrants who pay online

#### REGISTRATION DESK STAFFING

- if someone from PDC is onsite, we will man the registration table and provide directions to conference sessions, etc
- we can serve as liaison for banquet services, IT services, etc.
- we provide extra name-tags, tickets, receipts, and registration materials for on-site registration
- (if applicable) we will collect tickets at the banquet and limit entry to those who are registered

#### BOOK EXHIBIT / CONFERENCE ADVERTISING

- for an additional single charge of \$300, we can advertise and coordinate the conference book exhibit and solicit paid program ads and displays for a book exhibit room of 5-15 tables.
- this includes contacting publishers and potential exhibitors up to 6 months in advance of the conference as well as follow up emails to interested exhibitors.
- we can serve as contact / collection point for conference program ads (to be sent to the program coordinator for insertion)
- we will collect payment from exhibitors and advertisers. All money collected from book exhibits will be sent to the organization.

#### SUPERVISION OF BOOK EXHIBIT

- if someone from PDC is onsite, we can collect books from hotel storage and set up the display room for exhibitors not attending
- we can collect payment for display copies sold if this is done at times other than when onsite registration is open
- we can pack books to be donated or returned at the end of the conference

Our conference services do NOT include negotiations or reservations for space with hotels; meal selection; or venue selection.

Registration costs are based on the complexity of the registration process as well as the level of service required. The cost ranges from \$3.00 to \$10.50 per registrant. The basic \$3.00 per registrant includes:

- web page with up to two levels of registration (e.g. individual and student) with one change of registration fees (e.g. early registration discount)
- use of PDC's toll free number and personal customer service for pre-registration by phone
- use of PDC's post office box for pre-registration by mail (checks must be in US dollars)
- collection of each registrant's name and institutional affiliation as they want them to appear on their conference name badge

Additional charges for additional registration options:

\$1 = Up to two additional registration prices (e.g. member and non-member)

\$1 = One optional selection with up to two choices (e.g. regular or vegetarian banquet ticket)

\$1 = If membership is required for registration, we will provide manual verification that the membership is active, and contact the registrant to notify them that further payment is needed.

\$1 = Each additional registration option or activity that must be purchased and tracked (e.g. additional meals, social activities, etc)

### **Payment and Data Transfer Procedures**

PDC will process refunds for cancelled registrations (if authorized by you) less processing fees.

We will transfer funds by check to your organization after the end of the conference, as soon as all registration payments and refunds have cleared the bank.

We will provide a list of registrants and counts for any optional activities to the conference coordinator prior to the conference.

### **Additional options (per registrant)**

\$1.50 = Printed name badges including affiliation (plus the actual cost of name badge kits)

\$1.00 = Printed tickets for one banquet or activity

\$1.50 = Printed receipts for all pre-registrants

If a PDC representative is providing onsite registration, the name badges, tickets, and receipts will be assembled and packaged to distribute at the conference registration site.

If PDC will not be onsite, these materials will be mailed unassembled to the conference coordinator prior to the conference.

Please contact **Pam Swope** at [pkswope@pdcnet.org](mailto:pkswope@pdcnet.org) for more information. We'll be happy to help you figure out the most cost effective way for us to help.