

Hey GRHO! Here is a step-by-step guide to registering your institution for GRHO 2017!

**Step 1: Fill out the school registration form here. The information you will need to fill out the form is:**

1. School name
2. NCC name, email, phone number
3. Advisor name, email, phone number
4. Number of delegates (and alternates)
5. Number of advisors
6. Method of transport (car, bus, train?)
7. Is your whole delegation coming together in one vehicle?
8. Approximate date/time of arrival
9. Any additional comments on transportation

**Step 2: Fill out the delegate registration form for each delegate here. The information you will need to fill out the form is:**

1. Delegate name, email, preferred name (optional)
2. Institution name, address (city, state, zip code)
3. Gender and preferred pronoun
4. Shirt size
5. Emergency contact name, number, relations (optional)
6. Health insurance provider name, policy number, phone number (optional)
7. Special dietary needs and other accommodations

**NOTE:**

- If your advisor would like a single room option, there is an option to opt in for the single-room package that is an extra \$20.

**Step 3: If you are paying by credit card, click “Pay Online Now” on the delegate registration site and follow the instruction**

**Step 4: If you are paying by check, click “Pay By Invoice” and you will be asked who the invoice should be addressed to. After you fill out that information, you will have the option to download your invoice.**

**Step 5: If you would like to send the check ahead of time, mail it to this address**

Georgia Institute of Technology  
353 Ferst Drive NW, Room 101 Student Services Building  
Atlanta, GA 30332

**Step 6: If you would like to bring your check to the conference, hand the check at the check-in table.**