



# REGISTRATION GUIDE

**Regional Business Conference 2020**

# WELCOME

New Jersey Institute of Technology and the RBC Conference Team is excited to host the 2020 Regional Business Conference on February 21-23, 2020!

Below, we have a guide to help delegations get registered as easily as possible.



## Delegate Cap

4 delegates and 1 advisor

## Delegate Pricing

Delegate - \$120

Advisor Double - \$178

Advisor Single- \$263

Registration will run from December 9, 2019 until January 3, 2020. If an institution is not registered by then, they can register under Late Registration from January 4, 2020 until January 10, 2020 for an additional \$10 per delegate.

# Delegation Information Needed:

- Name (first, last, preferred)
- Role - RHA President, NRHH Rep, NCC, NCC-iT, or Advisor
- Institution
- Phone Number
- Email
- Gender
- Pronouns
- T-Shirt Size
- Will you be 18 at the start of conference?\*

\*For any minors that will be coming to conference, the institution's advisor must sign a minor policy form, as mandated by NJIT.

# **Accommodations:**

We are able to offer a variety of accommodations for delegates, but please gather this information prior to starting the registration form so we can be aware of them.

## **This can include:**

- ADA/HIR Accommodations
- Religious Observations
- Dietary Restrictions
- Allergies
- Other



## Health and Emergencies

Make sure this information is collected from each delegate before you begin registration:

- Health Insurance Provider
- Policy Name
- Provider Phone Number
- Emergency Contact Name
- Relations to Delegate
- Emergency Contact Phone Number



# Travel Information

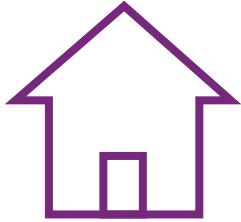
If you know by the time of registration, please provide your planned method of travel.

## Flying:

If your delegation plans on flying, please provide the Airline Name, Flight #, and estimated time of arrival.

## Driving:

If your delegation plans on driving, please note that there will be an additional \$20 parking fee for overnight parking at the hotel.



## Gender Inclusive and Accessible Housing Statement

New Jersey Institute of Technology and the 2020 Regional Business Conference is committed to providing a community that is accepting of students and staff of different backgrounds, attributes, beliefs, and identities. All members of our community are responsible for supporting an atmosphere that appreciates these individual differences. We believe that our students and staff can only achieve their full potential in an environment that supports and promotes the idea of an inclusive community. During the registration process, delegates will have the opportunity to opt into gender-neutral housing during their stay on our campus. This will entail living and sleeping in rooms which may be shared with delegates of other genders. Please be aware of what gender-neutral housing entails before opting in.



# Questions?

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# Your Ten Step Guide to Registering for RBC:

- 1.** On the front page, click on the link listed under Products at the bottom of the page.
- 2.** Please read through the instructions carefully.
- 3.** Next to “Quantity,” please enter the number of delegates that will be attending the conference. Click register.
- 4.** Fill out the necessary information of each delegate accordingly. The option to indicate if parking is needed at the hotel will pop up for the delegate with the Advisor role. Additional pop ups may occur for flight information, ADA accommodations, etc.
- 5.** Click “continue” once you are done inputting information.
- 6.** This will give you an overview of your registration information. If you notice any incorrect information, you can click the “Regional Business Conference, February 21-23, 2020” link under Item Name.
- 7.** Click “Finalize Registration” once you are done.
- 8.** Enter an email for the Contact Information field.
- 9.** Enter your payment method and click “continue”.
- 10.** Review your order and submit once you are done.