Group and/or Third Party Registration

Group and/or Third party Registration is for anyone who is registering a group of people for ICCB, including themselves; and for third parties payors (people do not plan to attend ICCB, but are paying for someone else to attend).

Group Registration Happens When: You are paying for ICCB registration for more than one person (e.g., for multiple employees at your organization). You may or may not also be registering for the conference as an attendee.

Third Party Registration Happens When: You are not registering for the conference yourself, but are paying registration on behalf of an individual registering for the conference. (e.g., you are an admin at a university submitting payment for a student's registration).

Important: The payor uses a search field to add the individual(s) to the group they will pay for. Only individuals with an ICCB profile can be added to your group (i.e. individuals who submitted an abstract for ICCB or logged into ICCB for other reasons).

> **What you must do:** Instruct anyone who you will pay for to create an ICCB profile (if they don't already have one).

> **What those you're paying for must do:** Create an ICCB profile (if they don't already have one) AND complete their own registration form up to the checkout cart. They do not use the Group Registration form. They use the form labeled "Register to Attend ICCB 2023".

Complete instructions are below.

Group/Third Party Registration Instructions -

1.) These instructions are for the individual submitting registration payment (hereafter referred to as the 'group admin') on behalf of their group or another individual. The group admin may or may not also be registering for the conference themselves. Please watch this video recording of the steps for completing group or third party registration.

2.) **Important:** Please instruct all members of your group (people whose registration you will be submitting payment for) to complete their individual registration form up to the payment page. If there are limitations to what your organization/institution will cover (e.g., t-shirts, lunches, event tickets, etc.), please let your group members know not to add those yet - they can add additional items after you submit payment and pay for those on their own using a different payment method.

3.) Once all members have filled out their own registration form, you (the payee) can create the group you will pay for by clicking on the Group/Third Party Registration Link from the ICCB Profile Home Page. If you are not also registering for the conference, you will need to create an account to access the Profile Home Page. Follow the instructions to create an account from the log-in page under New Customers. Once you have done so, you will be directed to the ICCB Profile Home Page where you can proceed to create your group and submit payment for them.

4.) Once you have clicked on the Group/Third Part Registration Link from the ICCB Profile Home Page, follow the prompts to create a group. Then, add your group members using the dropdown option to add existing members. ***Important -if a group member is listed more than once in the dropdown, please make sure you select the same email address that your group members used for registration.

5.) After all group members are added, you can select the submit payment option. You will be able to select and delete items, and then submit payment. Different invoice options are available to download for your records.

If you have any questions after reading the instructions and viewing the video, please contact us at ICCBteam@conbio.org.