

Group Registration

***You must purchase a minimum of 3 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 3 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 ANA Conference Services and sent to:

ANA 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.** Make sure to return to the registration by February 10th to enter any missing people.
- 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.