

Thank you for your support of the PMI Portland Chapter's Annual Conference.

In order to ease the process of registering groups of people using one-credit card, we have developed the following 3-step process. If you choose to use this process please note the following:

- There are no early-bird discounts
- Attendees will pay the same price, regardless of Chapter membership.
- Any adjustments must be done manually and will require extra time.
- Deadlines are final, and are different than the published registration deadlines for the event.

## 1. Get started

- Email [annual\\_conf\\_group\\_reg@pmi-portland.org](mailto:annual_conf_group_reg@pmi-portland.org) to discuss setting up a Group Registration.
- You will be contacted by our representative to answer questions and confirm that you wish to proceed.
- **Deadline for requests is September 1, 2014**

## 2. Pay by credit card

- An online credit card payment form and unique discount code will be created for your organization. Our webmaster will notify you via email when these are ready.
- The cost for each attendee is **\$299**, regardless of Chapter membership status or date of registration.
- Use the online credit card payment form to make one credit card payment for 3-15 attendees at one time.
- The person who paid by Credit Card will immediately receive a confirmation email with important registration information to distribute to your attendees.
- **Deadline for payment is September 7, 2014**

## 3. Each attendee must register themselves to get on the attendee list

- Distribute the registration information (including the Discount Code) to your attendees ASAP. Using the Discount Code will allow them to register at no charge, but **they must register themselves**.
- **Anyone who has not registered will not appear on our attendee list, and will be required to pay at the door.**
- If more people register than the number paid for, we will request additional payment.
- **Deadline for registration is September 11, 2014 at 5:00 p.m.**

## Adjustments

1. All cancellations are subject to a 10% change fee.
2. To cancel a person's registration, send an email to [registration@pmi-portland.org](mailto:registration@pmi-portland.org). This person will be removed from the attendee list. It may take up to seven days for cancellation processing.
3. After the cancellation is processed, another person may register using the code, if desired, subject to the deadlines above. We cannot "swap" registrations.
4. Before the event, an audit will occur to adjust for cancellations, refunds, and/or more registrants than were paid for. You will be sent an email if additional charges are pending. If you do not respond within five days, we will charge your card for any balance due.