How to Register a Group
To take advantage of the discounted group rate, remember you will need to register everyone from your organization at the same time.

- **Step #1:** You’ll need to collect the following information (below) for each attendee. If you have a group of more than 5 participants, we strongly recommend that you collect their information in our Group Registration Spreadsheet (found on the Registration Information page), so this information can be uploaded to the registration system, rather than submitted one-by-one.
  - Full name;
  - Title;
  - **Email address (this MUST be the correct email address of attendee as this is their access into the online platform) and;**
  - What events/experiences they would like to attend during the conference. These include:
    - Registrants can either choose to experience the conference in its original format or can choose to experience it in our new, limited-capacity Signature Experience. These are capped at 200 participants each and centered around participants with a passion for one of three topics. Please note that these Signature Experiences are not just one-off events, but a dedicated way to experience the conference. If you have further questions about these, please refer to the page linked above, or contact NAIS.
    - There are several deep-dive sessions available on Wednesday afternoon for an additional fee. You can find out more about them here: Two-Hour Workshops and the Conference Program.

- **Step #2:** Once you’ve collected this information, you can now register your attendees in one of two ways.
  - If you have a small group, you may wish to register them through the regular registration website. After you enter each attendee you can continue to add attendees from your school. Once you’ve registered all your attendees, you will be able to pay for their registration and each will get their own confirmation email.
  - **Available Tuesday, January 12.** If you have a larger group (5 or more), you may wish to use our group registration upload feature. This will allow you to upload the Group Registration Spreadsheet (found on the Registration Information page) directly into the system. Once you’ve uploaded the spreadsheet and registered all your attendees, you will be able to pay for their registration and each will get their own confirmation email.

Thank you for planning to join us! If you have other questions about group registration, please contact NAISannual@maritz.com or 864-342-6259.