

## UNBC Conference and Event Services Registration Services Packages

From basic e-invites to complex online registration for conferences, special events and vendor fairs - we can help! Online registration simplifies the process for your guests and delegates, preserves your brand identity, and helps you grow your database and event archives.

<b>Green Package</b> <b>\$200.00 per form</b>	<b>Gold Package</b> <b>\$600.00 per form</b>
<p>Online form built with payment collection and a maximum of 8 registration fields (first name, last name, mailing address, email, organization, phone number, dietary restrictions), and unlimited registration types.</p> <p>Custom rates are available for recurring events.</p>	<p>Online form built with payment collection and unlimited number of registration fields. Suitable for registrations with multiple sessions and fields for attendees.</p> <p>Custom rates are available for recurring events.</p>
<ul style="list-style-type: none"> <li>• \$10.25/registration for software and customer management, and payment gateway with fraud management.</li> <li>• 2% per transaction for Merchant Credit Card fees.</li> <li>• Registration form contained within an URL address that can be hyper-linked on any website.</li> <li>• The organizing committee (event host) has unlimited access to view real time registration reports that contain delegate/guest and payments details.</li> <li>• Administrative phone and email support provided to registrants.</li> <li>• Group or individual registration configuration is available.</li> <li>• Secure and privacy compliant payment and refund processing with Visa, Mastercard, and American Express.</li> <li>• Coupon codes for volunteers, guest speakers, etc... to register for free.</li> <li>• Date limits are specified to include early bird rates, late registration rates, and form closure.</li> <li>• Ability to setup "store" items for purchase. E.g.: merchandise, supplemental excursions.</li> <li>• Ability to collect sponsorships or donations.</li> <li>• Automated email message sent to registrants with confirmation and receipt.</li> </ul>	

<b>RSVP Package</b> <b>\$200.00 per form</b>	<p>Online form built without payment collection and basic RSVP fields (first name, last name, organization, phone number, email, and dietary restrictions).</p> <p>Custom rates are available for recurring events.</p>
<ul style="list-style-type: none"> <li>• Registration form contained within an URL address that can be hyper-linked on any website.</li> <li>• The organizing committee (event host) has unlimited access to view real time registration reports that contain delegate/guest registration information.</li> <li>• Administrative phone and email support provided to registrants.</li> <li>• Group or individual registration configuration is available.</li> <li>• Date limits are specified to include form open/closure.</li> <li>• Automated email message sent to registrants with confirmation.</li> </ul>	