Interdisciplinary Biological Sciences Symposium

Registration Committee
Standard Operating Procedures

The registration committee is responsible for managing all aspects of attendee registration, ensuring a smooth and organized experience from start to finish. By focusing on the areas in this SOP, the registration committee helps ensure that the symposium runs smoothly and that attendees have a positive experience from start to finish.

11/22/2024

A well-organized registration committee is crucial for the smooth operation of a symposium. Here are some key requirements and responsibilities for such a committee:

1. Designing and Managing the Registration Process:
    - Develop a user-friendly online registration system.
    - Create and maintain registration forms.
    - Ensure the registration process is accessible and straightforward.
2. Handling Attendee Inquiries and Support:
    - Provide timely responses to questions and issues from attendees.
    - Offer support through various channels (email, phone, chat).
3. Preparing Registration Materials:
    - Create and distribute name tags, tickets, and other necessary materials.
    - Ensure all materials are ready and organized before the event.
4. Setting Up and Managing On-Site Check-In:
    - Organize check-in stations to facilitate a smooth entry process.
    - Train volunteers or staff to assist with on-site registration.
5. Maintaining Accurate Records:
    - Keep detailed records of all registrants.
    - Ensure data privacy and compliance with relevant regulations.
6. Collaborating with Other Committees:
    - Work closely with the abstract, food committee, judges, social committee, and speaker committee to ensure a seamless experience

Registration Committee Checklist

1. **Define Objectives and Scope**
    - Clearly outline the purpose of the registration committee.
    - Define the scope of responsibilities and tasks.
2. **Assemble the Committee**
    - Identify and recruit members with relevant skills and experience.
    - Assign specific roles and responsibilities to each member.
3. **Develop a Timeline**
    - Create a detailed timeline with key milestones and deadlines.
    - Include important dates such as registration opening and closing, early bird deadlines, and event dates.
4. **Set Up Registration System**
    - Choose a registration platform or software.
    - Customize the registration form to collect necessary information.
    - Test the system to ensure it works smoothly.
5. **Create Registration Materials**
    - Design and prepare registration forms, both online and offline.
    - Develop confirmation emails and receipts.
    - Prepare badges, tickets, or other materials needed for the event.
6. **Manage Registrations**
    - Monitor and manage incoming registrations.
    - Handle special requests and accommodations.
    - Maintain a database of registrants and their details.
7. **Coordinate with Other Committees**
    - Communicate regularly with other event committees (e.g., logistics, marketing).
    - Ensure alignment and coordination of efforts.

8. **Prepare for On-Site Registration**
    - Plan the on-site registration process, including staffing and equipment needs.
    - Set up registration desks and signage.
    - Train volunteers or staff in registration procedures.
9. **Post-Event Follow-Up**
    - Send thank-you emails and feedback surveys to attendees.
    - Analyze registration data and feedback for future improvements.
    - Prepare a final report summarizing the registration process and outcomes.

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Procedure Guide

1. **Introduction**
    - Provide an overview of the registration process and its importance.
    - Outline the structure of the guide.
2. **Committee Roles and Responsibilities**
    - Details on the roles of each committee member.
    - Include contact information and communication protocols.
3. **Registration Process**
    - Step-by-step instructions for setting up and managing registrations.
    - Include screenshots or examples if using specific software.
4. **Communication Plan**
    - Outline how the committee will communicate with registrants.
    - Include templates for emails and other communications.
5. **On-Site Registration Procedures**
    - Detailed instructions for on-site registration setup and management.
    - Include contingency plans for common issues.
6. **Post-Event Procedures**
    - Steps for post-event follow-up and data analysis.
    - Include templates for thank-you emails and surveys.
7. **Appendices**
    - Include any additional resources, templates, or checklists.

By following these steps, you can create a comprehensive and effective registration committee checklist and procedure guide. If you need more detailed templates or examples, resources like Eventbrite and SPIE offer valuable insights and templates for event planning and registration management.

Deadlines

December:

- Test the registration form with a small group to catch any issues before going live.

January:

- Ensure the registration system is monitored for any technical issues once it goes live.
- Send an initial announcement about the opening of registration to potential attendees.

February:

- Include a progress check to review the number of registrations and adjust marketing efforts if needed.

March:

- Plan a final review of the registration form to ensure all necessary information is collected before removing abstract entries.

April:

- Early April: Confirm all logistics for the registration desk setup, including any necessary equipment (e.g., laptops, printers).
- Mid-April: Coordinate with the venue to ensure there are clear signs directing attendees to the registration desk.
- Symposium: Have a backup plan for on-site registration in case of technical issues.

During the Symposium:

- Schedule shifts for volunteers or staff to ensure the registration desk is always manned.
- Prepare a quick reference guide for common attendee questions to help the registration desk staff.
- Prepare a quick reference guide for registration desk staff to make sure everything is clear regarding what their duties are.

Criteria needed and registration form

Currently the registration is in Smartsheet's https://app.smartsheet.com/b/form/f903dc111c544c95a7f7e7fa8fba8bdd where it can show only the sections needed for each Role. Carla will provide access to the Smartsheets either as editor or viewer roles.

Name

Email address

Role: Faculty, staff, graduate student, undergraduate student, Off-campus, other

Off campus/other: Company/Univer

Grad/ugrad: Major/Program

All: Department

All: When are you able to attend?

All: Dietary restrictions

Grad/Ugrad/Postdoc: Would you like to be considered for a talk or poster?

Grad/Ugrad/Postdoc: Which do you prefer?

Grad/Ugrad/Postdoc Poster: Do you need your poster printed?

Faculty, Staff, Postdoc, Off campus, other: Would you consider being a judge?