

ONSITE REGISTRATION CHECK LIST:

1-Day prior to event:

- Ensure speaker(s) and regional chapter director are registered
- Contact the AIPN office to ensure online registration is closed and notify them if on-site registrations will be allowed (if applicable)
- Print attendee name badges

Pack:

- Name badges
- Registration list – includes first and last name and company of each guest. Mark off those that attend and note those that “Do Not Show”
- Blank name badge stock – for walk-in registrations (on-site registrations)
- On-site registration forms – make sure to get all contact information including email address (AIPN can provide you with these forms.)
- CLE/CPD sign-in sheet(s) and sign(s) (if applicable)
- Speaker presentation on USB, if received
- Office supplies – pens, pencils, post-its, hi-liters, scissors markers, etc.
- “Reserved” tent signs – if you need to reserve seats for speaker, moderator, emcee, etc.
- Signage, if any
- Sign Holder, if any
- AIPN Brochures and Conference Promotional Material, if available

Day of Event:

- Set up an on-site registration desk at least 30 mins before guests are supposed to arrive. A few guests may arrive early.
- Have 1 table for attendee check-in and 1 table with the name badges laid out in alpha order by last name (surname).
- If you have AIPN signs or banners available, place them where guests can clearly see them before they see you. Let the venue staff know where the AIPN event is located and tell them who the AIPN contact person is on-site.
- Learn who your venue contact person is so they may help with any items on-site.
- As people arrive make sure to check them off of the registration list. If they need CLE/CPD credit make sure to have them sign the CLE/CPD sign-in sheet(s) and leave their Bar number and e-mail address. If attendees have any questions regarding credit they will need to email education@aipn.org (if applicable).
- Mark no shows on the registration list once the event has started.
- If a guest arrives that is not registered make sure there is room for them to attend and then have them complete an on-site registration form. It is VERY important that we have the correct contact and payment information. They must pay to attend on-site. They cannot be billed later. That option is only available to those that register ahead of time and request an invoice.
 - Scan and send the on-site registration forms back to aipnevents@aipn.org
- After the event is over pack everything up and send the necessary items to AIPN headquarters.
 - Thank you!