

### Step 1: Institutional Registration

- One member of your institution must complete the registration selecting the \$300 Institutional Rate. At this time, that individual may also add on the D.C. experience for themselves.
- Proceed through the registration and DO NOT add on other attendees to this registration.
- For payment, you may pay on credit card at this time by selecting “Complete Registration & Pay” or you can choose to “Pay by Check/Purchase Order” to make payment later. One reason for paying later, is if you have multiple members of your institution adding on the D.C. experience and want to pay for all at once.
- This registration must be complete before any other members of the institution are able to register themselves at the \$0 rate.

### Step 2 (Option 1): Adding Institutional Attendees Individually

- Once the initial registration has been completed, individuals must log into their ACUI account and sign up to attend the conference. Members will see a Free Registration option and be prompted to choose the \$0 Professional Registration Rate. After this selection is made, the option to add on the D.C. Experience for \$175 per attendee will then appear.
- For payment, you may pay on credit card by selecting “Complete Registration & Pay” or you can choose to “Pay by Check/Purchase Order” to make payment later.

#### Registration Details

Professional Registration  
[Virtual Experience, At  
Registered Institution]  
(21R0708CONF)

Member	Free
Non-member	Free

[Register](#) [Download iCal](#)

#### 2021 ACUI Region VII & VIII Joint Conference - Attendee Registration

Please select a registration option from the list below. Only those options available to you are shown. Contact ACUI if you have any questions.

Professional Registration [Virtual Experience, At Registered Institution] (21R0708CONF) - \$0.00

[Cancel](#) [Continue](#)

### 2021 ACUI Region VII & VIII Joint Conference - Activity Registrations

Please select the activities for which you would like to register. The activities are in order by time within each day. For exact times of the activity or for more information, click on the activity name.

Preselected items are included with your registration. If you do not plan to participate, please uncheck them.

Professional Registration [In-Person DC add on, At Registered Institution] (21R0708CONF)

Attendee (Giachino, Andrea) - \$175.00

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## **Step 2 (Option 2): Adding Institutional Attendees in Bulk**

- Once the initial registration has been completed, another member of your institution may bulk add all other attendees from your institution, rather than everyone doing this individually. In doing so, you will have the option to add the D.C. experience for any attendee coming in person.
- The individual completing this should first log in and begin registration for themselves, which will be at a \$0 rate. They will be provided the option to add on the D.C. experience for themselves.
- After their registration selections, an option to “Add Attendees” is provided. After searching for and selecting the colleague, you must “Complete” their registration which includes choosing the \$0 institutional rate, answering questions about their conference interests, and choosing the D.C. add on if needed.
- For payment, you may pay on credit card at this time by selecting “Complete Registration & Pay” or you can choose to “Pay by Check/Purchase Order” to make payment later. One reason for paying later, is if you have multiple members of your institution adding on the D.C. experience and want to pay for all at once.
- If choosing to “Pay by Check/Purchase Order”, you need to call or email the Central Office 812-245-2284, [acui@acui.org](mailto:acui@acui.org) to facilitate payment. You can pay by check, purchase order, or credit card.