



Operational Guideline

Registration	O.G. # 3.02.03	
	Effective: November 5, 2016	Initial of Pres DG

Purpose: To provide a method for registering participants in the Annual Educational Conference and Training Workshop.

Scope: The BCFTOA membership.

Policy The BCFTOA will provide and maintain a system for registering participants in the Annual Educational Conference and Training Workshop.

Procedure:

The BCFTOA Executive will determine the system of registering delegates and participants for the Annual Educational Conference and Training Workshop. The registration system selected will be provided to the Annual Conference Committee. The BCFTOA Executive Administrator will provide ongoing support for the registration system.

Registration will be open for a minimum of two months prior to the Annual Conference and Training Workshop.

The Conference Committee will publish the following documents for the Conference:

- A fee schedule for the various registration types. Registration types will include Full Conference and Training Weekend, Training Weekend only, Conference only and individual days. The fee schedule should also identify what meals, refreshments and/or social events will be included.
- A Conference daily schedule specifying the date, time, class size and presenter of each training session or meeting. Classes should have a distinctive identification number assigned.
- A Conference Guide that outlines the content of each training session, the training provider and/or the presenter, as well as biographies of the presenters to assist participants in selecting the classes they wish to register for.
- These documents will be posted to the Conference page of the BCFTOA website.

The registration system will record the following information for each registrant:

- Name, email, mailing address and phone number.
- The type of registrations selected.
- The classes and activities selected that match the type of registration.

The Conference Chairperson (or delegate) and the BCFTOA Executive Administrator will monitor the registration system to prevent any errors or omissions that may occur. A disclaimer will be posted on the registration page that indicates that the Association and Conference Committee will attempt to prevent and rectify any errors or omissions, but is the registrant’s responsibility to notify the BCFTOA Executive Administrator of any errors with their registration as soon as they notice any discrepancies.

Reference:

- 3.02.01 – Annual Conference Timelines
- 3.03.03 – Registration Fees, Cancellation and Refund

 Signature of President	This OG replaces Issued: NA
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