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Description automatically generated with medium confidence

Conference, Camp & Event Services ***Registration & Payment Site Setup Request*** *Upload the completed form* [*here*](https://und.edu/conferences/und-events.html) *or email it to*[*UND.conferences@UND.edu*](mailto:UND.conferences@UND.edu)*. We require the following information****a minimum of 2 weeks prior****to the date you want your registration site open.* **Please do not submit the form until you have all your information gathered.**

Event Contact:        
Contact Email:

**Event Information**Event Title:        
Event Date:        
Event Timeframe:        
Event Location:        
Event is:  In-Person  Virtual  Hybrid

Date Registration Site Opens:      ***(We require 2 weeks to process your information)***  
Date Registration Site Closes:

**Description of your Event**   
*Please provide a brief summary describing your event. This infromation will be listed on the landing page of your registration site.*

**Registration Field Information**  
*Please indicate the fields you require for your registration site.* Name  
 Date of Birth  
 Title  
 Company/Organization  
 Address  
 City/State/ZIP  
 City/Province/Postal Code/Country  
 Phone  
 E-mail  
 Other – please specify:

**Other Registration Details**   
*Please select any other details you need collected on the registration form.*

Meal Choice:        
Field Trip Options:        
Session Options:        
T Shirt Sizes:        
Special Accommodations:        
Other (please describe):

**Registration Fee Levels**  
*Please enter each registration level and price point. Enter a late fee start date and price point, if applicable.*  
Level Name:       Price:        
Level Name:       Price:        
Level Name:       Price:        
Level Name:       Price:

**Late Fee**   
Start Date:       Amount:       Applies to all levels?

**Capacity**   
Is there a maximum number of registrants for any of the registration levels?         
Do you want to utilize a waitlist option once the max number above is reached?  Yes  No

**Group Registration**Do you want the ability to register more than one person at a time?   
*(Example: a parent filling out the form for multiple children at once)*  Yes  No

**Discount Code**  
*If you need a code to partially/fully waive the fee for any of the levels listed above, please describe.*

**Cancellation Policy**   
*Do you have a cancellation policy for your event? If so, please list it below.   
(Example: Attendees receive 50% registration fee if cancelled 2 weeks prior to event date)*

**Financial Information**  
*Please list funding information for the depositing of your registration revenue.* ***The department is responsible for providing accurate funding information to OEL for the deposit of their funds, as OEL cannot verify your funding information for accuracy****.****(Registration revenue cannot be deposited into a 30000/appropriated or Alumni fund)*** *Please note – credit card processing fees (bank fees) will be charged back to the department on a monthly basis.*

Fund:         
Department:         
Program:       OR if grant funded, Project:         
Account:

**As a standard practice, CCE only accepts online credit card payments.** However, we understand that there may be limited instances that require the option to mail in a check as well.   
 My event requires the option to mail in a check

**Registration Reporting Information**  
*CCE will send a registration report twice a week, listing the current registration data received. Please indicate the names and email addresses of the individuals who will receive reports.*Name:       Email:         
Name:       Email:       Name:       Email: