



# What to Know Before Registering for the 2019 Annual Conference

We're excited for you to join us for the **2019 NGLA Annual Conference** in **Hartford, CT** from **February 28 to March 3, 2019!** **Before registering, here's what you need to know:**

## General

There are no refunds offered for registration fees. Registrations may be transferred. Every attempt will be made to fulfill special requests, however, special requests submitted after February 7, 2019 cannot be guaranteed.

For registration related questions, please email [registration@ngla.org](mailto:registration@ngla.org).

## \* New in 2019 \* Key Contact Required to Register

**New this year**, NGLA created a portal for your campus/organization to help your staff view invoices and conference registrants.

### Did you receive an email about being a Key Contact?

- If yes and you [followed these short setup steps](#), then you're ready to register!
- If this is unfamiliar and you are the person primarily responsible for your organization's fraternity and sorority life then please email [registration@ngla.org](mailto:registration@ngla.org) to get setup as a Key Contact. ***You cannot register a delegation unless you are a Key Contact.***

## Delegations of 15+

For delegations of 15 or more, NGLA will assist with registration by providing a spreadsheet to complete with information about all registrants. NGLA will then import that information, which will reduce your registration time. Please email [registration@ngla.org](mailto:registration@ngla.org) for assistance registering.

## Registrant Information

You will be asked for the name, title, institution, affiliation, umbrella organization or council, email, dietary accommodations, and accessibility needs for each registrant. To assist with collecting registrant information, NGLA created a [registration prep form](#).

After submitting your form, you may make changes to your delegation information. For instance, you may register students as TBD to take advantage of the Early Bird registration rate then later log in to update attendee information.

## Registrant Programming

NGLA offers several unique [educational experiences](#) for students as part of the conference. You will be asked to select the programming for each registrant. Available opportunities include:

- **College Panhellenic/IFC Academy:** Two-day program intended for undergraduate College Panhellenic and IFC officers. The Academy focuses on two main areas – (1) helping council officers understand the council’s purpose and (2) officer track programming- nuts and bolts training of how to be effective in the job.
- **\*New this year\* Pre-Conference Academy for Culturally Based Organizations with Dr. Don Trahan:** One-day program intended for culturally based organizations. This program focuses on learning how to lead change management effectively and efficiently as a culturally based organization. Attendees will leave prepared to challenge the narrative of “we can’t” and replace it with “we will.”
- **Graduate Student Encounter!:** Educational sessions, networking, and career preparation intended for graduate students considering a career in higher education.
- **Local Organization Institute:** Educational sessions intended for members of local fraternities and sororities to discuss strategies for sustainable success.
- **Culturally Based Organization Institute:** Educational sessions intended for culturally based organizations focused on providing resources, skills, and strategies for organizational growth and development.
- **Order of Omega Case Study:** An opportunity for undergraduates, graduate students, and professionals to challenge themselves in confronting issues facing fraternities and sororities on college campuses. Teams of two are welcome to participate.

## Delegation Information

The NGLA Closing Banquet will take place on Saturday, March 2, 2019 at 7:30 PM. You will be asked to indicate the total number of registrants that will attend this banquet.

## Quantity Discount

For every ten (10) students that a group registers, one (1) complimentary registration will be provided to a staff attendee from the university. This complimentary registration will be applied as a credit.

**To ensure you receive the quantity discount,** you will be asked to record the number of attendees you have registered for the conference only, the College Panhellenic/IFC Academy only, or both. Our quantity discounts are calculated by the number you enter, so please ensure you've entered the correct number.

## Payment Process

NGLA offers a variety of options for payment including credit card (online payment) and check. Should you need a W-9 for your university or organization payment processing, you may [download our W-9](#). We invite you to review the [conference registration fees](#) for an overview of the conference fee structure.

**For additional information, please review the [FAQs](#) then email [conference@ngla.org](mailto:conference@ngla.org) for further assistance planning your experience at the NGLA Annual Conference.**