



## What to Know Before Registering for the 2020 NGLA Annual Conference

We're excited for you to join us for the [2020 NGLA Annual Conference](#) in [Baltimore, MD](#) from [February 27 to March 1, 2020](#)! **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 6, 2020 cannot be guaranteed.

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

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

NGLA provides 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) by **February 13, 2020** 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 log in at a later date 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:

- **Council-specific Programs:** Educational sessions intended for members of NPC, NIC, NALFO, and Culturally Based Organizations.
- **Graduate Student Encounter!:** Experience intended for our future and newest fraternity and sorority professionals. This experience focuses on topics relevant to fraternal professionals as well as growth and professional development opportunities as they transition to the professional world.
- **Local Organization Institute:** Educational sessions intended for members of local fraternities and sororities to discuss strategies for sustainable success.
- **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 Keynote & Banquet will take place on Saturday, February 29, 2020 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. 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.**