

### **Registration/Hospitality Chairperson**

- Treasurer receives registration forms and all fees
- Spreadsheet for each program is created with: name, address, email address, place of employment, State, fee paid (fee will vary: member/not a member, GI Associate/RN, BTS Committee Chair)
- Treasurer distributes a final list of attendees to Registration for electronic validation on the day of the Program, as well as Hospitality for badges
- Registration is set up with 3 tables-- badges are spread out alphabetically in sections
- Laptop and/or paper forms are provided to register new members
- Treasurer will need final counts to track number of onsite attendees
- Special dietary needs are noted and reported along with final headcount; a color coding system may be used for lactose intolerant, vegetarian, gluten free choices
- Original registrations are brought to course should any question arise
- Registration flow will be facilitated by a ratio of 1 laptop per 35 attendees
- Walk- in attendees and those with updates register with Treasurer
- The number of add -on attendees is reported to Chairperson/Banquet Manager for meal
- Badges are provided, and there will be blanks for attendees who register on site
- Badges for Committee, ERCP Instructors, Speakers, and Exhibitors are provided
- Treasurer collates updated list of attendees' data into BTS Template
- Badges are recycled