



Discovery Protect Team Meeting – Registration Team Input

A registrar’s understanding of the event is essential to a successful setup. During the discovery meeting with the project team, it’s important to not only gather key details, but also contribute insights—such as past event data, observations, or clarifying questions. This demonstrates that you’re not just executing tasks but actively engaging as a knowledgeable partner. Your ability to speak the language of the event and offer informed suggestions shows the team that you bring valuable expertise to the table as the subject matter expert (SME).

Customizable options include:

- **Custom** or generic data and/or price **questions** at the start of the registration process
 - Prices attached to a specific question
- Custom or generic confirmation email text
- **Descriptions** of event and/or sessions
- Starting with a welcome note or any verbiage you see fit

Provide some historical data: In 2022, we had **32 unique creations for this event**. That included 13 event registration prices, 11 sessions with prices, and 6 sponsorships. We are estimating around the same assets for this year.

Although a registration opening helps the registration team with our current workload, with the event happening in July, should registration be opened earlier?

I had a few questions about the project brief:

- Press – are press invited or not. If they are invited, is it confirmed that they will pay a fee.
 - Historically the press is invited to our events at a complimentary price
 - The press can attend but will pay a registration fee they are qualified for
- For registration fees for government, speaker, and inpo/epri
 - It states for “session only” or “full registration” – is this something we want to factor in the registration process?
 - What constitutes “session only”? Is it being a speaker?
 - If this is the case, I suggest using promo codes for speaker logistics lead to provide to speakers in their communication
 - Will this event utilize our new “Group Registration” discount that we launched recently?