

How to Register a Group of Attendees for the 2022 ISBD Experience*

**Groups of 40 or more attendees are eligible to receive the ISBD Member rate for all registrants regardless of membership status. To register a group of 40 or more, please contact ISBD@Parthenonmgmt.com.*

Start by logging in to the ISBD Registration Site:

<https://isbd.societyconference.com/v2/> .

If you do not have an existing account, you can create one by clicking on the 'New User? Create An Account' button.

**Please note you can create an account even if you are not registering yourself (for example, an administrative assistant can create an account for themselves to create a group registration even if they are not attending the meeting themselves)*



24th Annual Conference of the ISBD Jun 10 - 12, 2022

The ISBD Experience
10-12 June 2022
The International Society for Bipolar Disorders
isbd2022.org

ACTIONS

- NEW USER? CREATE AN ACCOUNT
- EXISTING USER? LOG IN

The screenshot shows a navigation menu for the ISBD 2022 website. On the left, there is a banner for 'The ISBD Experience' with the dates '10-12 June 2022' and the website 'isbd2022.org'. On the right, there is a dark red 'ACTIONS' menu with two buttons: 'NEW USER? CREATE AN ACCOUNT' and 'EXISTING USER? LOG IN'. The 'NEW USER? CREATE AN ACCOUNT' button is circled in yellow.

Once you have created an account, click on the registration card on the homepage of the site and then select 'Register Now'.



To register a group in one transaction, click the 'Switch to register a group or another person' button.

Navigation bar: Login/Create Account | **Select Registrations** | Respond to Questions | Review Registration | Submit Payment

Buttons: **Switch to 'register a group or another person'** | Proceed to Next Step

Should you have a disability and need special accommodations, please contact the ISBD Conference Organizers at ISBD@parthenonmgmt.com or by calling 615-324-2365.



Enter the first name, last name, email address and country of residence for each person you are registering.

- If you need to register yourself for the conference, be sure to include yourself in this step.
- If the person you are registering has an existing account with ISBD, please be sure to use the same email address for their existing account.

Once everyone is added, select 'Proceed to Next Step'

Switch to 'only register myself'

Attendees (4) Proceed to Next Step

Status	First Name	Last Name	E-mail	Country	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Attendee
In Progress	Kelly	Phy	kphy@parthenonmgmt.com	United States	<i>edit remove</i>
In Progress	Katie	Hefner	khefner@parthenonmgmt.com	United States	<i>edit remove</i>
In Progress	Tori	Swinehart	tswinehart@parthenonmgmt.com	United States	<i>edit remove</i>

Complete the registration form for each person in your group. You can either click the next person's name on the left side bar or click the 'Save & Move to Next Attendee Button' to toggle between attendees.

- For each attendee, you can choose to join ISBD or pay overdue membership dues if the attendee is an existing ISBD member. (To register at the reduced member rate, members must be current on 2022 dues.

Select Registration Type		
Registration Type	Early Bird Jan 10 - Apr 21, 2022	Standard Apr 22 - Jun 12, 2022
<input type="radio"/> Virtual Non-Member A3 Registration for the Virtual 2022 ISBD Experience for general attendees (non-ISBD Members) from Area 3 (high-income countries) .	390.00 USD	440.00 USD
<input checked="" type="radio"/> Virtual Student, Trainee, Resident, Postdoc This is a participant for the Virtual 2022 ISBD Experience that is classified as a student, trainee, resident, or postdoc. This rate is the same for all trainees regardless of country of residence. You will be asked to upload verification of your status during the registration process. Valid verification includes a copy of a current student ID that clearly indicates student status or a letter on institution letterhead from your direct supervisor.	75.00 USD	125.00 USD

You may be asked to attest to recording permission for each attendee you are registering. Please type your name in the recording permission box and be sure to share this information with the attendees you are registering. This information will also appear in their confirmation email.

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Recording Permission *

To maximize audience interaction during sessions for the 2022 ISBD Experience, ISBD may opt to allow attendees to turn on their cameras and unmute their microphones to participate in sessions rather than just utilizing the Q&A text feature. All sessions will be recorded and made available for a period of time after the conference on the virtual platform and/or ISBD website. By registering for this conference, you understand that your name, image, or voice may appear in session recordings and that anything said is considered individual opinion and does not reflect the opinions/beliefs of ISBD.

I understand that if I opt to turn my camera on or unmute my mic, I may appear in the recording of the session that will be posted on the virtual platform and/or the ISBD website.

Please type your full name to sign that you understand.

Kelly Phy

Once you have completed the registration form for all members of your group, click 'Proceed to Next Step.'

Proceed to Next Step

The next step will allow you to review all registrations for accuracy before completing the registration. Click each attendee's name or the 'Review Next Attendee' button to toggle between the registrants in your group.

Back to Previous Step

Reviewing **Kelly Phy** (1 of 3)

Review Next Attendee

Proceed to Next Step

1 Kelly Phy

Virtual Student, Trainee, Resident, Postdoc

2 Katie Hefner

Virtual Non-Member A3

3 Tori Swinehart

Virtual Non-Member A3

Review Order

Registration Types

Amount

Virtual Student, Trainee, Resident, Postdoc (Quantity 1)

75.00 USD

This is a participant for the Virtual 2022 ISBD Experience that is classified as a student, trainee, resident, or postdoc. This rate is the same for all trainees regardless of country of residence. You will be asked to upload verification of your status during the registration process. Valid verification includes a copy of a current student ID that clearly indicates student status or a letter on institution letterhead from your direct supervisor.

Once you have confirmed all registrant information is complete, click 'Proceed to Next Step.'

Proceed to Next Step

On the final step, you will see each registrant and the fees associated that have been totaled. Complete the registrations by selecting the payment type at the bottom and entering the payment information and hitting 'Submit Registration.'

You will receive an email confirmation and receipt for the entire group. Each individual participant will also receive a confirmation email for their individual registration.

If you have trouble registering a group, please contact ISBD@Parthenonmgmt.com or by calling +01 615-324-2365.