How to Register a Group of Attendees for the 2024 Annual Conference of the International Society for Bipolar Disorders

*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)

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.

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’
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 2024 dues.)
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.

Once you have completed the registration form for all members of your group, click ‘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.
Once you have confirmed all registrant information is complete, click ‘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 (615) 324-2365.